Board of Selectmen
Meeting Notice
AGENDA

Date       Time       Location
June 7, 2022  7:00 PM   Bourne Veterans’ Community Building – Rm 2

Note this Zoom videoconference meeting is being televised, streamed or recorded by Bourne TV.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line:
1-929-205-6099 Meeting ID: 842 2895 2329  Password: 183128

If you already have the Zoom App downloaded to your device or computer, you may simply join the meeting by
entering the Meeting ID and Password noted above, or go to https://zoom.us/meetings and look for the Join
Meeting button. Please MUTE your phone/microphone upon entry. Participants wishing to speak should click
the “Participants” icon on the lower toolbar and then click “Raise Hand” in the dialog box to notify the Chair.
The Chair will recognize participants. For Participants who are calling into the meeting and wishing to speak
should press *9 to notify the Chair. The Chair will recognize participants.

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

7:00 PM Call Public Session to Order in Open Session

1. Moment of Silence to recognize our Troops and our public safety personnel

2. Salute to the Flag

3. Vision: Bourne is a proud community that embraces change while respecting the rich heritage of the
town and its villages. It is a municipality based on strong fiscal government with a durable economy
that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the
community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens
a healthy, active lifestyle.

4. Mission: Bourne will maximize opportunities for social and economic development while retaining an
attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors.
Through responsible and professional leadership and in partnership with others, Bourne will strive to
improve the quality of life for all residents living and working in the larger community.

5. Public Comment on Non-Agenda Items - Public comments are allowed for up to a total of 12 minutes at
the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past
practice, members of the Board are not allowed to comment or respond.

6. Appointments and Licenses
   a. Discussion and possible vote to approve the request of PanMass to hold a fundraising bike-a-
thon event on 8/6/22 over various Bourne roadways and have requested approval for a 1-day
   liquor license.
b. Discussion and possible vote to approve the request of the Chamber of Commerce to allow a Canal Day event in Buzzards Bay Park on 9/17/22 including a 1-day liquor license.

c. Discussion and possible vote to approve the request of The Pound to allow a clean-up event in Monk’s Park/Beach on 6/11/22.

d. Discussion and possible vote to approve the request of S. Riley to allow a birthday party on 6/11/22.

e. Discussion and possible vote to approve the request of T. Jackson to allow a wedding ceremony in the gazebo at Buzzards Bay Park on 8/20/22.

f. Discussion and possible vote to approve the request from St. Margaret’s Church for a 1-day liquor license for a social.

7. Selectmen’s Business
   a. Hear resident’s presentation and concerns related to the wind turbine located at the Massachusetts National Cemetery, with potential discussion and deliberation concerning the same.
   b. Receive a recommendation from the Roadway Traffic & Safety Committee regarding the installation of “no parking” signs along Grasslands Lane.
   c. Review of protocol for committees reporting to the Board of Selectmen.
   d. Select Board discussion with Town Counsel – review of roles and responsibilities under various State Laws and the Home Rule Charter.
   e. Continued discussion on the Transportation Advisory Committee’s charge and membership.
   f. Appoint representatives and liaisons to various subcommittees (spreadsheet included in packet).

8. Town Administrator


10. Correspondence

11. Committee Reports

12. Next Meeting – June 21, 2022

13. Adjourn
Board of Selectmen
Minutes of Tuesday, June 7, 2022
Bourne Veterans' Community Center
Buzzards Bay, MA
Or virtually (see information below)

TA Marlene McCollm

Board of Selectmen
Peter Meier, Chair
Melissa Ferretti, Clerk
Judith Froman
Mary Jane Mastrangelo

Others: John Gregory (Virtual), Glynn Hawley (Virtual), Mary Lewitt, (Virtual), Peter Iseult, (Virtual), Marie Oliva, Meghan Elia, Attorney Bryan Bertram, Shawn Patterson, DPW Director, and Bill and Joan of Grasslands Lane.

This is a hybrid meeting. Note this meeting is being televised, streamed, or recorded by Bourne TV.

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

7:00 PM Call Public Session to Order in Open Session

Jared MacDonald was absent from this meeting.

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2. Salute to the Flag.

3. Vision: Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.
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6. **Appointments and Licenses**

   a. Discussion and possible vote to approve the request of PanMass to hold a fundraising bike-a-thon event on 8/6/22 over various Bourne roadways and have requested approval for a 1-day liquor license.

   b. Discussion and possible vote to approve the request of the Chamber of Commerce to allow a Canal Day event in Buzzards Bay Park on 9/17/22 including a 1-day liquor license.

   c. Discussion and possible vote to approve the request of The Pound to allow a clean-up event in Monk’s Park/Beach on 6/11/22.

   d. Discussion and possible vote to approve the request of S. Riley to allow a birthday party on 6/11/22.

   e. Discussion and possible vote to approve the request of T. Jackson to allow a wedding ceremony in the gazebo at Buzzards Bay Park on 8/20/22.

   f. Discussion and possible vote to approve the request from St. Margaret’s Church for a 1-day liquor license for a social.

6.a. Discussion and possible vote to approve the request of Pan-Mass to hold a fundraising bike-a-thon event on 8/6/22 over various Bourne roadways and have requested approval for a 1-day liquor license.

   Glynn Hawley said the event is back to being as it was pre-pandemic. He said the numbers are about 30% less than they were in 2019.

   **Voted:** Judith Froman moved, and Mary Jane Mastrangelo seconded to approve the application of Pan-Mass Challenge for a bike-a-thon on various Bourne roads, Glynn Hawley, organizer, with a set-up date of August 4, 2022, and a clean-up date of August 7, 2022, as conditioned by the comments included on the Interdepartmental Advisory Form. And to further approve a 1-day liquor license for all alcoholic beverages on August 6, 2022, from 11 am to 7 pm for an event held at the Massachusetts Maritime Academy.

   **Vote:** 4-0-0.

6.b. Discussion and possible vote to approve the request of the Chamber of Commerce to allow a Canal Day event in Buzzards Bay Park on 9/17/22 including a 1-day liquor license.

   Marie Oliva from the Cape Cod Canal Region Chamber of Commerce said that this will be the fourth year holding Canal Day. She said that it is truly a community event that has free admission,
is dog friendly, and they will have food trucks, wine, and beer. She said there will be a cornhole tournament, and a road race, and there will be able 80 arts and crafts vendors for shopping.

**Voted:** Mary Jane Mastrangelo moved, and Melissa Ferretti seconded to approve the application of the Cape Cod Canal Region Chamber of Commerce, Marie Oliva, organizer, for the Cape Cod Canal Day Festival to be held at the Buzzards Bay Park, with a set-up date of September 16, 2022, and a clean-up date of September 19, 2022, as conditioned by the comments included on the Interdepartmental Advisory Form. And to further approve a 1-day liquor license for wine and beer only on September 17, 2022, from 11 am to 6 pm.

**Vote:** 5-0-0.

6.c. **Discussion and possible vote to approve the request of The Pound to allow a clean-up event in Monk’s Park/Beach on 6/11/22.**

A group of 5 young people from The Pound, a Martial Arts center, approached the podium and Avery spoke for the group. She said that they would like to do a local beach clean-up to help the environment to create a healthier beach for wildlife and the water. Jacob explained that at the Pound there is a leadership team, which is a collection of kids of various ages who help with community events, show respect, and learn how to be better people for the community. Avery also explained how the team organized the clean-up proposal.

**Voted:** Melissa Ferretti moved, and Mary Jane Mastrangelo seconded to approve the application of The Pound Martial Arts Center, Meghan Elia, organizer, for a beach and trail clean-up at Monks Park on June 11, 2022, from 9:00 am to noon, as conditioned by the comments included on the Interdepartmental Advisory Form.

**Vote:** 5-0-0.

6.d. **Discussion and possible vote to approve the request of S. Riley to allow a birthday party on 6/11/22.**

Town Administrator Marlene McCollem said that the application is in order, and she can recommend approval for this request.

**Voted:** Judith Froman moved, and Melissa Ferretti seconded to approve the birthday party with Stefanie Riley on Buzzards Bay Park acknowledging that the Park will remain open to the public and the party will have about 20 people, as conditioned on the routing slip.

**Vote:** 5-0-0.

6.e. **Discussion and possible vote to approve the request of T. Jackson to allow a wedding ceremony in the gazebo at Buzzards Bay Park on 8/20/22.**

Town Administrator Marlene McCollem said that the application is in order, and she can recommend approval for this request.

**Voted:** Mary Jane Mastrangelo moved, and Melissa Ferretti seconded, to approve the application for a wedding ceremony, Talia Jackson, organizer, at Buzzards Bay Park Gazebo on August 20,
2022, from 5:30 to 5:50 pm, as conditioned by the comments included on the Interdepartmental Advisory Form and note that the park will remain open to the public during the ceremony.

Vote: 5-0-0.

6.f. Discussion and possible vote to approve the request from St. Margaret’s Church for a 1-day liquor license for a social.

Ernest Boucher, a Pastor Associate at St. Margaret’s Church, said that they are seeking a 1-day liquor license for the evening of June 11th for the Southeastern Massachusetts Chorus to do a concert in the Hall, and they would like to sell beer and wine for the event.

Voted: Melissa Ferretti moved, and Mary Jane Mastrangelo seconded to approve the request of Saint Margaret’s Parish for a one-day liquor license on June 11, 2022, from 5 to 8 pm, at the Parish Hall, as presented.

Vote: 4-0-0.

Judith Froman said she would like to thank Maria for creating the inter-departmental form that can happen electronically. She said that it is efficient, and Chair Meier said it is greatly appreciated.

7. Selectmen’s Business

a. Hear resident’s presentation and concerns related to the wind turbine located at the Massachusetts National Cemetery, with potential discussion and deliberation concerning the same.

b. Receive a recommendation from the Roadway Traffic & Safety Committee regarding the installation of “no parking” signs along Grasslands Lane.

c. Review of protocol for committees reporting to the Board of Selectmen.

d. Select Board discussion with Town Counsel – review of roles and responsibilities under various State Laws and the Home Rule Charter.

e. Continued discussion on the Transportation Advisory Committee’s charge and membership.

f. Appoint representatives and liaisons to various subcommittees (spreadsheet included in packet).

7.a. Hear resident’s presentation and concerns related to the wind turbine located at the Massachusetts National Cemetery, with potential discussion and deliberation concerning the same.

Chair Meier said that a resident has sent multiple emails regarding this, and she was not present at the meeting. He explained that the resident would like a particular turbine to be taken down. Ms. Mastrangelo said that she feels that more information is needed from the complainant before any decisions are made. Judith Froman agrees with Ms. Mastrangelo and said the discussion should stop at this time. Attorney Bryan Bertram, Town Counsel said that he has reviewed the letters of complaint and has provided some feedback on them.

Mary Jane Mastrangelo moved, and Judith Froman seconded, to take no action at this time.
Vote: 4-0-0.

7.b. Receive a recommendation from the Roadway Traffic & Safety Committee regarding the installation of “no parking” signs along Grasslands Lane.

Shawn Patterson, DPW Director, said that he met with a group of Cataumet residents in 2021 about their concerns and he totally agrees with them. He said that Fire and Police could not get down the road this summer at some point in time and he is in favor of the signs being put up. There also was a unanimous vote by the Roadway Traffic & Safety Committee regarding these signs.

There was some discussion about these signs being temporary. Ms. Mastrangelo said that the current placement of the signs is very confusing. Some residents of Grasslands Lane spoke about the parking issues on Grassland Lane. There was a conversation about fairly enforcing according to the signs and placement and wording of the signs.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded that the Board of Selectmen approves the placement of seasonal signs, on Grasslands Lane for no parking on the land side and for no parking between signs on the left side or down towards the waterside.

The previous motion was withdrawn, and a new motion was set forth:

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded that the Board of Selectmen approves the placement of seasonal signs, from the Friday before Memorial Day weekend until Indigenous Peoples’ Day, to be placed on Grasslands Lane for no parking on the land side, which is the right side going down Grasslands Lane and for no parking between signs on the left side or down towards the waterside.

Vote: 4-0-0.

The previous motion was amended:

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded that the Board of Selectmen approves the placement of seasonal signs, from the Friday before Memorial Day weekend until Indigenous Peoples’ Day, to be placed on Grasslands Lane for no parking on the land side, which is the right side going down Grasslands Lane and for no parking between signs on the left side or down towards the waterside, to allow approximately 8-10 spaces on the left side.

Vote: 4-0-0.

7.c. Review of protocol for committees reporting to the Board of Selectmen.

Judith Froman asked the Chair to put this on the agenda regarding the vast number of committees that the Town has and to look at the protocol for the steps of when people join committees so that they understand what the expectations are when they join the committee. She also would like to look at the charge of the committees and minutes and have a process. She said she would be happy to work on this with a few people to talk about the committees in Town to see what committees are needed. There was some discussion about this topic being put on an agenda for the Policy Subcommittee.
Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to refer this agenda item to the Policy Sub-Committee for action.

Vote: 4-0-0.

7.d Select Board discussion with Town Counsel – review of roles and responsibilities under various State Laws and the Home Rule Charter.

Attorney Bryan Bertram said that he was going to present the high points of the roles and responsibilities of the Board of Selectmen. He said that what guides the Board is the Bourne Home Rule Charter, the general bylaws, and the Town’s own rules. He said that Bourne is governed by the 5-member Board of Selectmen which is different than a community that is governed by 1 person, such as a mayor. Typically, a quorum of the Board is how the decisions are made in the Town and there is a Town Administrator that helps and Town Meetings that give direction.

Mr. Bertram talked about proposition 2 ½ and about setting the tax rate. He said that the Board of Selectmen sets the warrant and can set Special Town Meetings. He said the board is responsible for whatever is under the roads, and signs, in the forms of grants and location. He said the Board oversees legal counsel and the filing of lawsuits. He talked about meetings and open meeting law and public speaking. There was some discussion about the length of the public comment portion of the meetings.

Mr. Bertram said that remote participation is still allowed in meetings, and he talked about how the board must hold Executive Sessions. He also spoke about how minutes should be recorded from each meeting and that documents that are discussed in a meeting must accompany the minutes. Town Administrator McCollem said that once the minutes are approved, the documents that were discussed in the meeting are attached to the end of the minutes and then they are posted.

He briefly talked about drafting agendas and that the agenda must be posted 48 hours ahead of the meeting. He also talked briefly about public hearings, and he said that the time posted for hearings must be adhered to. He said that adversarial hearings have more requirements for reasons of due process to allow people to present their cases. Mr. Bertram said that the Board can administer oaths and that they have subpoena power.

Mr. Bertram talked about the Ethics Law. He said his biggest pointer on the Ethics Law is that it is more dangerous to trip up ethical people than it is sometimes to catch nonethical people. He said that it is a law that was designed by lawyers to basically try to catch the people who are gaming the law. He encourages the Board members to ask if they ever feel that there is a question about ethics in a certain situation. He said that regarding the Public Records Law, it is best not to delete or destroy anything without checking.

Mr. Bertram concluded his presentation by talking about the Board’s relationship with Town staff. He said basically that the Board is the chief policy maker, and the Town Administrator is the chief doer. He said that the Town Administrator is here to implement the Board’s vision.
There was some discussion about members of other committees and designee status. Ms. Mastrangelo asked if an individual is a designee on a committee and they leave the Board for which they were a designee, is it allowed for the committee to vote that person to stay on the committee. Mr. Bertram said he will go back and talk to some people about this question. He said that at the highest level, people should be voted in by virtue of their office.

7.e. **Continued discussion on the Transportation Advisory Committee’s charge and membership.**

Chair Meier said that Ms. Froman created a document in the packet called the Advisory Committee on Transportation draft, May 14, 2022. Ms. Froman said she is not convinced of the value of having one more committee about this. She said this may just add more layers of work for the Town staff.

Ms. McCollem said that if the Board would like to go ahead, then the staff will do what they can. She said that the things that this committee would be working on are in reaction to something that is happening. She said that this would not necessarily be a standing committee; it is a project, like the two bridges, for example. She does not feel that a committee of this structure is necessarily the most helpful or efficient way, and she thinks that the public input is important but more on an ad-hoc basis. She said she would encourage the Board to consider the use of more ad-hoc committees that meet for a very specific location or for a very specific reason and then are dissolved or disbanded. She said the standing committees are difficult to use effectively across all the different types of transportation issues that might be seen.

Ms. Froman agrees and thinks it seems way too broad for one committee. Ms. Mastrangelo agreed that it is too broad also.

**Voted:** Judith Froman moved, and Mary Jane Mastrangelo seconded that the Board of Selectmen take no action on the Advisory Committee on Transportation until such time it is needed.

**Vote:** 4-0-0.

7.f. **Appoint representatives and liaisons to various subcommittees (spreadsheet included in packet).**

Chair Meier said there is a spreadsheet in their packet. He said that this is for the committees that liaisons have been assigned to for years, and they need to be re-authorized once a year. He listed the committees and the Board of Selectmen representative or liaison:

- Affordable Housing Trust: Chair Meier said he would like to remain on the Affordable Housing Trust.

**Voted:** Judith Froman moved, and Mary Jane Mastrangelo seconded to appoint Peter Meier to the Affordable Housing Trust through June 30, 2023.

**Vote:** 4-0-0.
• Policy Sub-Committee: Chair Meier said there is the option for 3 members. Ms. Mastrangelo and Judith Froman would like to be on this committee, and George Slade was on the committee.

**Voted:** Melissa Ferretti moved, and Mary Jane Mastrangelo seconded to appoint Judith Froman and Mary Jane Mastrangelo to the Policy Sub-Committee through June 30, 2023.
**Vote:** 4-0-0.

• Bourne Landfill Business Model Working Group: Jared MacDonald. – Vote deferred.

• Cape and Islands Water Protection Fund Management Board: Mary Jane Mastrangelo said it is a 3-year term and she would like to continue.

**Voted:** Judith Froman moved, and Melissa Ferretti seconded to appoint Mary Jane Mastrangelo to the Cape and Islands Water Protection Fund Management Board through June 30, 2025.
**Vote:** 4-0-0.

• Cape Cod Regional Transit Authority: Chair Meier said he is interested in being on this committee and George Slade was the representative.

**Voted:** Mary Jane Mastrangelo moved, and Judith Froman seconded to appoint Peter Meier to the Cape Cod Regional Transit Authority through June 30, 2023.
**Vote:** 4-0-0.

• Community Action Committee of Cape Cod and the Islands: Melissa Ferretti is interested in being the representative on this committee.

**Voted:** Chair Meier moved, and Mary Jane Mastrangelo seconded to appoint Melissa Ferretti to the Community Action Committee of Cape Cod and the Islands through June 30, 2023.
**Vote:** 4-0-0.

• Community Engagements Committee: Judith Froman is on the committee currently and believes she would like to stay on it.

**Voted:** Mary Jane Mastrangelo moved, and Judith Froman seconded to appoint Judith Froman to the Community Engagements Committee through June 30, 2023.
**Vote:** 4-0-0.

• Local Emergency Planning Committee: Melissa Ferretti volunteered to be on this committee.

**Voted:** Mary Jane Mastrangelo moved, and Judith Froman seconded to appoint Melissa Ferretti to the Local Emergency Planning Committee through June 30, 2023.
**Vote:** 4-0-0.

• Joint Base Cape Cod Committee: Melissa Ferretti volunteered to be on this committee.
Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to appoint Melissa Ferretti to the Joint Base Cape Cod Committee through June 30, 2023.
Vote: 4-0-0.

- Roadway Acceptance Advisory Committee: Mary Jane Mastrangelo said she would stay on this committee but wants to know what is the work that needs to be done for the acceptance of roads. She thinks the committee should be disbanded.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to disband the Roadway Acceptance Advisory Committee and refer those issues to the Board of Selectmen Policy Subcommittee.
Vote: 4-0-0.

- Roadway Traffic Safety Committee – Judith Froman said she would like to continue with this committee.

Vote: 4-0-0.

- South Side Fire Station Building Committee: Chair Meier said he will continue with this committee until the building is finished.

- Town Administrator’s Advisory Committee on Pedestrian Bicycle Pathways: Chair Meier said that George Slade was on this committee. Mary Jane Mastrangelo said that she is interested in being on the committee.

Voted: Judith Froman moved, and Mary Jane Mastrangelo seconded to recommend Mary Jane Mastrangelo to the Town Administrator’s Advisory Committee on Pedestrian Bicycle Pathways through June 30, 2023.
Vote: 4-0-0.

8. **Town Administrator**

Ms. McCollem said she is concerned that some residents may be getting letters about the bridges. She has not seen a copy of these letters but has heard that they say that their homes are in the path of the new bridges. She wants the public to know that the Town has no information on where the path of the new bridges and at this point, she would be very cautious in believing these letters. She has no idea who has sent these letters and if anyone that has one would like to share it with her, she would like to see it. She said the path has not yet been determined, and no houses have been identified as being impacted at this point.

Ms. McCollem also gave an update about the Police Chief position. She said that the posting has closed, and they have received 30 applicants and 13 of those have been invited to participate in a
written exercise designed by the firm hired to do the process and those responses are due by this Friday.

Ms. McCollem said the investment grade audit for the Esco project has been executed and there will be a kick-off meeting soon. She also wanted to let everyone know that APCC will be holding a virtual public meeting on Thursday, June 9th to discuss planning efforts to preserve water quality at boat ramps across the Cape. Also, a group of neighbors in Pocasset have been successful in receiving a fiber grant award for $265,000.00 to extend the Open Cape Network deeper into Pocasset, and she said she is very appreciative of their effort.

9. Minutes of 1/11/22, 2/1/22, 3/1/22, 3/30/22 and 4/12/22

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to approve the minutes of January 11th, 2022, February 1st, 2022, March 1st, 2022, March 30th, 2022, and April 12th, 2022. Vote: 3-0-1. Melissa Ferretti abstained.

10. Correspondence

Melissa Ferretti read aloud the correspondence:

- Budget letter from Upper Cape Tech.
- Letter from Xfinity regarding the canceling of Russian channels.
- Talent Bank Form for COA from B. Scott.
- Talent Bank Form for Open Space Committee from J. Frare.
- Resignation letter from ZBA from P. Nemeth.
- 5 Letters from DEP
- Letter from P. Grasso regarding a crosswalk.

These are all on the Town’s website.

11. Committee Reports

Ms. Froman reported that tomorrow will be the Community Engagements Committee meeting, and they are starting to receive some requests.

Chair Meier said that regarding the South Side Fire Station Committee, they met earlier in the day to start paring down some sites and assessing what to look for. He said that the sites that are left are 169 Clay Pond Road, Motor Way, Dr. Julius Kelly Way, and the ball field in Monument Beach. He said they hope to have a recommendation for Town Meeting this Fall.

Chair Meier also said that the Police Building Committee is meeting next week to go over some outstanding issues.

12. Next Meeting – June 21, 2022

13. Adjourn

Voted: Judith Froman moved, and Melissa Ferretti seconded to adjourn.
Vote: 4-0-0.

This meeting of the Bourne Board of Selectmen was adjourned at 9:36 PM.

Respectfully Submitted,
Kim Johnson, Recording Secretary
# Interdepartmental Advisory Form

**Start Date:** 3/25/2022

**Owner/Applicant:** Pan Mass Challenge  
Glynn Hawley

**Project Location:** Annual Bike-a-thon Bourne Roads  
Academy Drive, Main Street, Bourne Bridge Approach, Veterans Way, Sandwich Road, Canal Service Road

**Nature of Request:** Bike-a-thon to raise money for cancer research at Dana Farber Cancer Institute  
Event time: 8/6/22 7:00 a.m. thru 8/7/22 10:00 a.m.  
Set Up Date 8/4/22 8:00 a.m. - End Clean Up Time 8/7/22 1:00 p.m.  
One Day Liquor License All Alcoholic Beverages - August 6th - 11:00 a.m. to 7:00 p.m. at Mass Maritime Academy  
Food prepared by Chartwells at Mass Maritime Academy  
Use of tents  
Use of electricity

**Liability Insurance**  
Has applicant provided insurance? [ ] Yes [ ] No

**Engineering:**

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<th>Date of Recording:</th>
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<td>Paved: Contiguous Lots:</td>
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<td>Within 100' of Wetland:</td>
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3/25/2022  
Timothy P Lydon  
Department Head

**Planning Department/Planning Board:**  
[ ] Concurs  
[ ] Does Not Concur

**Remarks:**  
4/1/2022  
Jennifer Copeland  
Town Planner

**Conservation Commission:**  
[ ] Must File  
[ ] Determination  
[ ] Notice of Intent  
[ ] Need not File

**Remarks:**

3/25/2022  
Stephanie M Fitch/tl  
Conservation Agent

06/02/22 1:55 PMM\public_share\Routing Slips\Pan Mass Challenge - 8.6.22 - 8.7.22 - OK for 6.7.22.doc
Board of Health:  ✔  Conurs  ❌  Does Not Concur

Remarks: Chartwells is permitted with the Health Department.

3/25/2022  K.Shea
Date  Health Agent

Building Inspector:  ✔  Conurs  ❌  Does Not Concur

Remarks:

3/25/2022  KMurphy/ag
Date  Building Inspector

Sewer Commissioners:  ❌  Approved  ✔  Disapproved  ❌  Not Under Sewer Jurisdiction

Remarks:

3/30/2022  Maria Simone/Admin
Date  Department Head

Town Collector:  ❌  Outstanding Taxes  ✔  Taxes Paid In Full

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Remarks: N/A

3/25/2022  A Dastous
Date  Town Collector

Town Clerk:

If not corporation has business certificate been issued?  ❌  Yes  ✔  No

Remarks: Not Applicable

3/25/2022  CCobb
Date  Clerk's Office

Assessors:

This individual has (have) completed the Form of List?  ❌  Yes  ✔  No

Remarks: na

3/30/2022  JPotter
Date  Assessors Office
<table>
<thead>
<tr>
<th>Department of Public Works:</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Not Under DPW Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/28/2022</td>
<td>Matthew Quinn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Department Head</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Natural Resources:</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Not Under DNR Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks:</td>
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<tr>
<td>3/25/2022</td>
<td>Chris Southwood</td>
<td></td>
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<tr>
<td>Date</td>
<td>Department Head</td>
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<table>
<thead>
<tr>
<th>Recreation Department:</th>
<th>Concurs</th>
<th>Does Not Concur</th>
<th>Not Under Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks:</td>
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<tr>
<td>3/28/2022</td>
<td>Krissanne M. Caron</td>
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<tr>
<td>Date</td>
<td>Department Head</td>
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<tr>
<th>Police Department:</th>
<th>Concurs</th>
<th>Does Not Concur</th>
<th>Not Under Police Jurisdiction</th>
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<tr>
<td>Remarks:</td>
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<tr>
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<thead>
<tr>
<th>Fire Department:</th>
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<tbody>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/25/2022</td>
<td>David S. Pelonzi, Assistant Chief</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Department Head</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Town Administrator/Board of Selectmen:</th>
<th>Concurs</th>
<th>Does Not Concur</th>
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<tr>
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</table>
Town of Bourne
Special Event Permit Application for Buzzards Bay Park

Date of Application 3-25-22 Name of Organization Pan Mass Challenge

Organization's Mailing Address 77 4th Ave Needham, MA 02494

Contact Person Glynn Hawley Cell Phone # [Redacted]

Contact Person’s Mailing Address Same

Event Information:
Event Date August 6-7, 2022 Start Time 7:00AM 8/6 End Time 10:00AM 8/7

Set Up Date August 4th, 2022 Set Up Time 8:00AM End Clean Up Time 11:00AM

Description of Event Bike-A-Thon to raise $’s for Dana Farber Cancer Institute

# of Participants 500 # of Spectators 500

Will your event require street closing? If Yes, see Bourne Police No but we will contact Police

Will there be food? Yes If Yes, see Board of Health Prepared with Charter Oak MMA

Will there be vendors? No If Yes, see Board of Selectmen’s Office and the Board of Health

Use of electricity/generators? Yes If Yes, see Bourne DPW

Will the Event require water? No If Yes, for what purpose?

Use of Tents? Yes If Yes, please see

Wish to block parking spaces? If Yes, see DPW - All Parking at MMA
INDEMNIFICATION AND RELEASE

Town of Bourne Facility Rentals

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Town of Bourne for the purpose of using playing fields and recreational properties owned by the Town of Bourne, the undersigned, in recognition of the fact that Bourne has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Recreation Department, does herby release the Town of Bourne, its agents, servants, employees and volunteers from any liability whatsoever in the event of injury to any persons or any actual or perceived infringement of the personal security of any person using the said playing fields and/or recreation areas while engaged in usage authorized by the Town or to any person attending such activity and the undersigned intends this release to be effective and binding on himself/herself and all members, guests, invitees or observers of the group activity which she/he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Bourne pursuant to the Massachusetts General Law and common law.

The undersigned, on behalf of him/herself and the members of the group or entity he/she represents, does herby agree to indemnify the Town and its agents, servants, employees and volunteers against any and all claims, suits, actions, debts, damages, costs, charges and expenses including court costs and attorney’s fees, and against all liability, losses and damages of any nature whatsoever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town owned property, as contemplated herein.

Signature

Date

Director of Operations

Title

Pan MASS Challenge

Name of Organization
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**
MARSH USA, INC.
99 HIGH STREET
BOSTON, MA 02110
Attn: Boston.Certrequest@marsh.com Fax: 212-948-4377

**INSURED**
Dana-Farber Cancer Institute
Attn: Melissa Chinnas
450 Brookline Ave.
Boston, MA 02215-5450

**INSURER(S) AFFORDING COVERAGE**

<table>
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<th>NAIC #</th>
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</table>

**COVERAGES**

**CERTIFICATE NUMBER:** NYC-011303804-02

**REVISION NUMBER:** 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTwithstanding ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY Pertain, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>INSURER LETTER</th>
<th>TYPE OF INSURANCE</th>
<th>AMEND/SUBR</th>
<th>INSURED LIMIT</th>
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<tbody>
<tr>
<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
<td>OCCUR</td>
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<td>OTHER</td>
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**POLICY NUMBER:** 6LK000000009016900

| | POLICY EFF | POLICY EXP | LIMITS |
| | (MM/DD/YYYY) | (MM/DD/YYYY) | |
| | 01/01/2022 | 01/01/2023 | |

- EACH OCCURRENCE $1,000,000
- DAMAGE TO RENTED PREMISES (EA occurrence) $1,000,000
- MED EXP (Any one person) $ |
- PERSONAL & ADV INJURY $1,000,000
- GENERAL AGGREGATE $3,000,000
- PROPERTY DAMAGE $ |
- PRODUCTS - COMPOSP AGG $1,000,000
- Liquor Liability $1,000,000
- COMBINED SINGLE LIMIT (EA accident) $ |
- BODILY INJURY (Per person) $ |
- BODILY INJURY (Per accident) $ |
- PROPERTY DAMAGE (Per accident) $ |

| | DED | RETENTION $ |
| | OCCUR | CLAIMS-MADE |

| | | |
| | | |

**AUTOMOBILE LIABILITY**

| | | |
| | | |

**UMBRELLA LIAB | OCCUR | CLAIMS-MADE |

| | | |
| | | |

**EXCESS LIAB | OCCUR | CLAIMS-MADE |

| | | |
| | | |

**DED | RETENTION $**

**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

| | | |
| | | |

| | | |
| | | |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

For the Pan Mass Challenge Occurring on August 5-7

Town of Bourne is/are included as additional insured where required by written contract.

**CERTIFICATE HOLDER**

| | |
| | |

**CANCELLATION**

| | |
| | |

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**AUTHORIZED REPRESENTATIVE**

Marsh USA Inc.

© 1988-2016 ACORD CORPORATION. All rights reserved.
SPECIAL ONE-DAY LICENSE APPLICATION

The undersigned hereby applies for a Special One-Day License in accordance with the provisions of the Statutes relating thereto:

PREMISES TO BE LICENSED: Pan-Mass Challenge at Miss Maritime Academy

NAME: Glyn Howard

COMPANY: Pan-Mass Challenge

ADDRESS: 77 E Main Ave New Yarmouth, MA 02654

TELEPHONE: [ redacted ]

EMAIL: [ redacted ]

DATE(S) OF EVENT: August 6, 2022

HOURS OF OPERATION: 11:00 AM - 7:00 PM

DESCRIPTION OF EVENT - include floor plan with estimated number of guests and plans for parking:

Finish line event for Pan-Mass. No parking onsite. Most riders bike in, Pan-Mass out next morning. Also buses available to only riders to wellesley / st. bridge starts.

License is for the Sale of:

All Alcoholic Beverages X
Wine & Malt Beverages Only 
Wine Only 
Malt Beverages Only 

The Licensed Activity or Enterprise is:

for profit 
non profit X

☐ Yes, I have contacted the Fire Chief or the Building Inspector to begin the process of obtaining a "304 Certificate of Inspection", if it is determined that one is necessary.

☐ Yes, I have obtained a one-day $1 million liability insurance policy naming the Town of Bourne as an additional insured

FOR OFFICE USE ONLY -

Board of Selectmen

/var/folders/_i/8/4_12fcss4t5212sf77z3f0c0000gr77/com.microsoft.Outlook/Outlook Temp/ ApplicationException[1].dock
TOWN OF BOURNE
LIABILITY DISCLAIMER
FOR SPECIAL ONE-DAY LICENSE

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgment that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Bourne and the Board of Selectmen acting as the Local License Authority shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

Signature of Applicant

J-25-22

Date
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERRS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER
MARSH USA, INC.
90 HIGH STREET
BOSTON, MA 02110
Attn: Boston.CertificateRequest@marsh.com Fax: 212-948-4377
CN128540914-PMC-CAU-22-23

INSURED
Dana-Farber Cancer Institute
Attn: Melissa Channas
450 Brookline Ave.
Boston, MA 02215-5450

COVERAGES

CERTIFICATE NUMBER:
NYC-011303852-02

REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR. TYPE OF INSURANCE ADD'L SUBINS. / WDV POLICY NUMBER POLICY EPP (MM/DD/YYYY) POLICY EXP (MM/DD/YYYY) LIMITS
A X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR 6JKC000009016900 01/01/2022 01/01/2023 EACH OCCURRENCE $1,000,000
DAMAGE TO RENTED PREMISES (Ex occurrence) $1,000,000
MED EXP (Any one person) $1,000,000
PERSONAL & ADV INJURY $1,000,000
GENERAL AGGREGATE $3,000,000
PRODUCTS - COMPOSP AGG $1,000,000
Liqueur Liability $1,000,000

B X AUTOMOBILE LIABILITY OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS ONLY
A X UMBRELLA LIABILITY EXCESS LIAB CLAIMS-MADE 6LKCI000009017000 01/01/2022 01/01/2023 EACH OCCURRENCE $1,000,000
AGGREGATE $1,000,000

Y/N N/A PER STATUTE OTHER E.L. EACH ACCIDENT $ E.L. DISEASE - EA EMPLOYEES $ E.L. DISEASE - POLICY LIMIT $ DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For the Pan-Mass Challenge Occurring on August 5-7
Massachusetts Maritime Academy is/are included as additional insured where required by written contract.

CERTIFICATE HOLDER
Massachusetts Maritime Academy
101 Academy Dr
Buzzards Bay, MA 02532

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Marsh USA Inc.

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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD
**Town of Bourne**

**Interdepartmental Advisory Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong></td>
<td>3/21/2022</td>
</tr>
<tr>
<td><strong>Owner/Applicant:</strong></td>
<td>Marie Oliva</td>
</tr>
<tr>
<td></td>
<td>Cape Cod Canal Region Chamber of Commerce</td>
</tr>
<tr>
<td><strong>Project Location:</strong></td>
<td>Buzzards Bay Park</td>
</tr>
<tr>
<td></td>
<td>70 Main Street, Buzzards Bay</td>
</tr>
<tr>
<td><strong>Nature of Request:</strong></td>
<td>Cape Cod Canal Day Festival</td>
</tr>
<tr>
<td></td>
<td>Free Admission, Food Trucks, Live Entertainment, Arts &amp; Craft Vendors, Wine &amp; Beer Garden, Road Race on the Canal, Popup Tents - One Large Tent [no stakes]. Will require One Day Liquor License Beer and Wine Only for 09.17.22 Friday, September 16, 2022 - SET UP [8:00 A.M. - 1:00 P.M.] Saturday, September 17, 2022 - EVENT [7:00 A.M. - 7:30 P.M.] Monday, September 19, 2022 – BREAKDOWN [8:00 A.M. - 1:00 P.M.] Estimate of attendance: 5,000-7,000 Event will have police Admission will not be charged Will be requesting permission for Temporary Banner(s) and waiver of fees</td>
</tr>
<tr>
<td><strong>Liability Insurance Naming Town of Bourne as Additional Insured:</strong></td>
<td>Has applicant provided insurance?</td>
</tr>
<tr>
<td></td>
<td>☒ Yes</td>
</tr>
<tr>
<td></td>
<td>☐ No</td>
</tr>
<tr>
<td><strong>Map:</strong> 23.2</td>
<td><strong>Parcel:</strong> 4, 5</td>
</tr>
<tr>
<td><strong>District:</strong></td>
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**Engineering:**

<table>
<thead>
<tr>
<th>Field</th>
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<tbody>
<tr>
<td><strong>Date of Recording:</strong></td>
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<tr>
<td><strong>Lot Area:</strong></td>
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<td><strong>Frontage:</strong></td>
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<td><strong>Zone:</strong></td>
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<tr>
<td><strong>DTC</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Resource District:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Town Road:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Paved:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Contiguous Lots:</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Flood Zone:</strong></td>
<td>AE 16'</td>
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<tr>
<td><strong>Within 100' of Wetland:</strong></td>
<td>Yes</td>
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</tbody>
</table>

**Owner:**

**Remarks:** Timothy P Lydon

4/6/2022

Date

Department Head

**Planning Department/Planning Board:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remarks:</strong></td>
<td>Special permit is not required to have food trucks for a one-day event food. Temporary street banners require Select Board approval per Zoning Bylaw sec. 2866.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
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<tr>
<td><strong>Town Planner:</strong></td>
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</table>

3/23/2022

Date

Jennifer Copeland
Conservation Commission:

☐ Must File ☐ Determination ☐ Notice of Intent
☒ Need not File

Remarks:

4/6/2022 Timothy P Lydon
Date Conservation Agent

Board of Health:

☒ Concors ☐ Does Not Concur

Remarks: All Food Trucks will need to submit permit applications with the Health Department before the event.

3/25/2022 K.Shea
Date Health Agent

Building Inspector:

☒ Concors ☐ Does Not Concur

Remarks: Any tent over 10x10 requires a permit. All canopies/tents require proof of flame retardant. No grills, propane tanks, space heaters, or smoking under the tent allowed. A clear exit way, with a sign and fire extinguisher, is required.

3/25/2022 KMurphy/ag
Date Building Inspector

Sewer Commissioners:

☐ Approved ☐ Disapproved ☒ Not Under Sewer Jurisdiction

Remarks:

4/8/2022 Maria Simone/Admin
Date Department Head

Town Collector:

☐ Outstanding Taxes ☒ Taxes Paid In Full

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Remarks: N/A

3/23/2022 A Dastous
Date Town Collector

Town Clerk:

If not corporation has business certificate been issued? ☒ Yes ☐ No

Remarks: Not Applicable

3/21/2022 CCobb
Date Clerk's Office
Assessors:
This individual has (have) completed the Form of List?  ☒ Yes  ☐ No
Remarks:  na

<table>
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Remarks:

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Department of Natural Resources:  ☐ Approved  ☐ Disapproved  ☒ Not Under DNR Jurisdiction
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Recreation Department:  ☒ Concurs  ☐ Does Not Concur  ☐ Not Under Jurisdiction
Remarks:  Will put on bournerec.com event calendar after Select Board approval.

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<td>Krissanne M. Caron</td>
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Police Department:  ☒ Concurs  ☐ Does Not Concur  ☐ Not Under Police Jurisdiction
Remarks:  Alcohol/Beer to remain in cordoned pavillion area only. Meet with Police admin staff at least three weeks prior to event to coordinate any police details.

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Fire Department:  ☒ Concurs  ☐ Does Not Concur
Remarks:  Needs a fire inspection. Storage of propane, greater than 42 lbs, not attached to a vehicle will need a permit

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<th>Date</th>
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<td>3/21/2022</td>
<td>David S. Pelonzi, Assistant Chief</td>
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<td>Town Administrator/Board of Selectmen Chairman</td>
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<tr>
<td>------</td>
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</table>

Remarks:
APPLICATION FOR THE USE OF TOWN PROPERTY


Address (mailing): 7 0 M A I N S T. B U Z Z A R D S B A Y M A 0 2 5 3 2

Home/Business Address: 3 0 8 W I L L I S T O N I D , S A G A M O R E

B E A C H M A 0 2 5 6 2

Home Telephone #: [Redacted]

Business Telephone #: [Redacted]

Contact Person: M A R I E O L I V A

Email address: [Redacted]

I (we) request the use of the following town owned property:

Name: B U Z Z A R D S B A Y P A R K

Location: 9 0 M A I N S T. B U Z Z A R D S B A Y M A


P O P - U P T E N T S - O N E L A R G E T E N T


W A T E R C A N N S

***Please indicate if a tent will be used or food served/available at event***

Date(s): F R I D A Y - 9 / 1 6 f o r s e t u p ; 9 / 1 7 - F E S T I V A L

Time(s)

From F R I D A Y 9 / 1 6 - 8 A M - 1 A M (time first person will arrive)

To 1 P M (time last person will leave)

From S A T U R D A Y - 9 / 1 7 : 7 : 0 0 A M (time first person will arrive)

To 7 : 3 0 P M (time last person will leave)

**** Copy of Liability Insurance with town named as additional insured ****

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)
I (we) agree to pay the Town of Bourne a fee, if required, for use of such facilities.

Estimated Attendance 5,000 - 7,000

Will the affair be policed? Yes X No
Will admission be charged? Yes No X

Signed: __________________________

Identification Presented

HOLD HARMLESS AGREEMENT

It is agreed by CAPE COD CANAL REGION CHAMBERS OF COMMERCE

Hereinafter called the Organization, that the Town of Bourne be absolved of any and all liability brought about by actions of the participants and/or patrons of the organization while using the facilities of the Town of Bourne for the purpose of

________________________________________

It is further agreed that the Organization accepts responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities.

Signature of Organization: __________________________

Printed Name: MARIE OLIVA

Title: PRESIDENT & CEO

Dated: 3/17/22

******************************************************************************

FOR TOWN ADMINISTRATOR'S USE ONLY

Estimated Facility Costs

Total Estimated Costs

APPROVED _______ NOT APPROVED _______

_____________________________

Town Administrator

_____________________________

Marlene V. McCollem

Approval is contingent upon your acceptance of the estimated costs as listed above. If for any reason, you no longer wish to use our facility, please contact us immediately.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
C.L. HOLLIS INSURANCE
140 Marion Rd
Wareham MA 02571

INSURED
Cape Cod Canal Region Chamber of Commerce
70 Main St
BUZZARDS BAY MA 02532

INSURER(S) AFFORDING COVERAGE
INSURER A: Continental Casualty Co (cna) 20443
INSURER B : Travelers Insurance
INSURER C : Westchester Insurance
INSURER D :
INSURER E :
INSURER F :

COVERAGES CERTIFICATE NUMBER: CL2151805880 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| TYPE OF INSURANCE | ACCIDENT/SUR.
|-------------------|------------------|
| COMMERCIAL GENERAL LIABILITY | OCCUR
| GEN'L AGGREGATE LIMIT APPLIES PER: | LOC
| AUTOMOBILE LIABILITY | OCCUR
| WORKERS COMPENSATION AND Employers' LIABILITY | CLAims-MADE

<table>
<thead>
<tr>
<th>LIMITS</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EACH OCCURRENCE</td>
<td>$2,000,000</td>
<td>04/24/2021</td>
<td>04/24/2023</td>
</tr>
<tr>
<td>DAMAGE TO RENTED PREMISES (EA occurrence)</td>
<td>$1,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED EXP (Any one person)</td>
<td>$10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL &amp; ADV INJURY</td>
<td>$2,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENERAL AGGREGATE</td>
<td>$4,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRODUCTS - COMPO/AGG</td>
<td>$4,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BAIL</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMBINED SINGLE LIMIT (ea accident)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BODILY INJURY (Per person)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BODILY INJURY (Per accident)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY DAMAGE (Per accident)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EACH OCCURRENCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGGREGATE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RETENTION $</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| PER STATUTE | OTH.
| E.L. EACH ACCIDENT | $500,000 |
| E.L. DISEASE - EA EMPLOYEE | $500,000 |
| E.L. DISEASE - POLICY LIMIT | $500,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
TOWN OF BOURNE IS ADDITIONAL INSURED PER WRITTEN CONTRACT.

FESTIVAL 9/17/2022.

CERTIFICATE HOLDER
TOWN OF BOURNE
24 PERRY AVE.

BOURNE MA 02532

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
C. Hollis

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ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD
SPECIAL ONE-DAY LICENSE APPLICATION

The undersigned hereby applies for a Special One-Day License in accordance with the provisions of the Statutes relating thereto:

PREMISES TO BE LICENSED: Buzzards Bay Park, Main St., Buzzards Bay

NAME: PATRIOT CATERING SERVICES - ERIK CHRISTENSEN

COMPANY: PATRIOT CATERING SERVICES

ADDRESS: 17 Sleepy Hollow Drive, Plymouth, MA 02360

TELEPHONE: [Redacted]

EMAIL: [Redacted]

DATE(S) OF EVENT: SATURDAY, SEPT. 17, 2022

HOURS OF OPERATION: 11 AM - 6 PM

DESCRIPTION OF EVENT - include floor plan with estimated number of guests and plans for parking:

CABOOSE ANNUAL FESTIVAL INCLUDING FOOD TRUCKS, MUSIC, ARTS & CRAFT VENDORS, CARNIVAL, TOURNAMENT, FREE ADMISSION

License is for the Sale of:

All Alcoholic Beverages
Wine & Malt Beverages Only  X
Wine Only
Malt Beverages Only

The Licensed Activity
or Enterprise is:

X for profit
X non profit

☐ Yes, I have contacted the Fire Chief or the Building Inspector to begin the process of obtaining a "304 Certificate of Inspection", if it is determined that one is necessary.

☐ Yes, I have obtained a one-day $1 million liability insurance policy naming the Town of Bourne as an additional insured

FOR OFFICE USE ONLY -

Board of Selectmen

__________________________________________

__________________________________________

__________________________________________
TOWN OF BOURNE

LIABILITY DISCLAIMER

FOR SPECIAL ONE-DAY LICENSE

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgment that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Bourne and the Board of Selectmen acting as the Local License Authority shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

Signature of Applicant

Date 5/20/22
CERTIFICATE OF LIABILITY INSURANCE

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PRODUCER
C.L. HOLLIS INSURANCE
140 Marion Rd
Wareham MA 02571

CONTACT NAME: Cheryl L. Hollis
PHONE: (508) 295-9500
FAX: (508) 295-9898
EMAIL: cherylee@insurehollis.com

INSURED
Cape Cod Canal Region Chamber of Commerce
70 Main St
BUZZARDS BAY MA 02532

IN險ER(S) AFFORDING COVERAGE
NAIC #
INSURER A: Continental Casualty Co (cna) 20443

COVERAGES
CERTIFICATE NUMBER: CL2151805880

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERMIT, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>INSURER</th>
<th>TYPE OF INSURANCE</th>
<th>ADDED ICD</th>
<th>BURDEN</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
<td>OCCUR</td>
<td>4017413446</td>
<td>04/24/2022</td>
<td>04/24/2022</td>
<td>EACH OCCURRENCE $2,000,000, DAMAGE TO RENTED PREMISES $1,000,000, MED EXP (Any one person) $10,000, PERSONAL &amp; ADV INJURY $2,000,000, GENERAL AGGREGATE $4,000,000, PRODUCTS - COMPL/AGG $4,000,000, BAIL $1,000</td>
</tr>
<tr>
<td>B</td>
<td>WORKERS' COMPENSATION AND EMPLOYEES' LIABILITY</td>
<td>N/A</td>
<td>N/A</td>
<td>6HUB-9F46452-7-21</td>
<td>02/10/2022</td>
<td>02/10/2023</td>
<td>E.L. EACH ACCIDENT $500,000, E.L. DISEASE - EA EMPLOYEE $500,000, E.L. DISEASE - POLICY LIMIT $500,000</td>
</tr>
<tr>
<td>C</td>
<td>LIQUOR LIABILITY</td>
<td>SE2011335</td>
<td>09/17/2022</td>
<td>09/19/2022</td>
<td>EACH COMMOMAUSE $1,000,000, AGGREGATE LIMIT $2,000,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
TOWN OF BOURNE IS ADDITIONAL INSURED PER WRITTEN CONTRACT.
FESTIVAL 9/17/2022.

CERTIFICATE HOLDER
TOWN OF BOURNE
24 PERRY AVE.
BOURNE MA 02532

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Cheryl L. Hollis

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Town of Bourne
Interdepartmental Advisory Form

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>5/2/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner/Applicant:</td>
<td>The Pound Martial Arts Center  3131 Cranberry Hwy, East Wareham  Meghan Elia</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Monks Park</td>
</tr>
<tr>
<td>Nature of Request:</td>
<td>5/29/22 - rescheduled to 6/11 3pm  9am-12pm  Leadership Community Service Project  clean up beach, trails, park area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability Insurance Naming Town of Bourne as Additional Insured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has applicant provided insurance? Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Map:</th>
<th>Parcel:</th>
<th>District:</th>
</tr>
</thead>
</table>

☐ Engineering:

<table>
<thead>
<tr>
<th>Date of Recording:</th>
<th>Lot Area:</th>
<th>Frontage:</th>
<th>Zone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource District:</td>
<td>Town Road:</td>
<td>Paved:</td>
<td>Contiguous Lots:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flood Zone:</td>
<td>Within 100' of Wetland:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Owner: Timothy P Lydon
Date 5/6/2022
Department Head

☐ Planning Department/Planning Board: ☒ Concurs ☐ Does Not Concur

Remarks:

5/3/2022 J. Copeland/ts
Date Town Planner

☐ Conservation Commission: ☒ Must File ☐ Determination ☐ Notice of Intent ☒ Need not File

Remarks:

5/4/2022 Stephanie Fitch
Date Conservation Agent

☐ Board of Health: ☒ Concurs ☐ Does Not Concur

Remarks:
<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/4/2022</td>
<td>K. Shea</td>
<td>Health Agent</td>
</tr>
</tbody>
</table>

**Building Inspector:**
- Concur
- Does Not Concur

**Remarks:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6/2022</td>
<td>Ken Murphy</td>
<td>Building Inspector</td>
</tr>
</tbody>
</table>

**Sewer Commissioners:**
- Approved
- Disapproved
- Not Under Sewer Jurisdiction

**Remarks:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/5/2022</td>
<td>Maria Simone/Admin</td>
<td>Department Head</td>
</tr>
</tbody>
</table>

**Town Collector:**
- Outstanding Taxes
- Taxes Paid In Full

<table>
<thead>
<tr>
<th>FY RE</th>
<th>FY RE</th>
<th>FY RE</th>
<th>FY RE</th>
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<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</table>

**Remarks:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6/2022</td>
<td>A Dastous</td>
<td>Town Collector</td>
</tr>
</tbody>
</table>

**Town Clerk:**
- If not corporation has business certificate been issued?
  - Yes
  - No

**Remarks:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2/2022</td>
<td>CCobb</td>
<td>Clerk’s Office</td>
</tr>
</tbody>
</table>

**Assessors:**
- This individual has (have) completed the Form of List?
  - Yes
  - No

**Remarks:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/4/2022</td>
<td>J Potter</td>
<td>Assessors Office</td>
</tr>
</tbody>
</table>

**Department of Public Works:**
- Approved
- Disapproved
- Not Under DPW Jurisdiction
<table>
<thead>
<tr>
<th>Remarks:</th>
<th>5/3/2022</th>
<th>Matthew Quinn</th>
<th>Department Head</th>
</tr>
</thead>
</table>

**Department of Natural Resources:** 
- ☐ Approved
- ☐ Disapproved
- ☒ Not Under DNR Jurisdiction
*Remarks:* Contact DNR before the event for any assistance required

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2/2022</td>
<td>Chris Southwood</td>
</tr>
</tbody>
</table>

**Recreation Department:** 
- ☐ Concurs
- ☐ Does Not Concur
- ☒ Not Under Jurisdiction
*Remarks:*  

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/3/2022</td>
<td>Krissanne M. Caron</td>
</tr>
</tbody>
</table>

**Police Department:** 
- ☒ Concurs
- ☐ Does Not Concur
- ☐ Not Under Police Jurisdiction
*Remarks:*  

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Head</th>
</tr>
</thead>
</table>

**Fire Department:** 
- ☒ Concurs
- ☐ Does Not Concur
*Remarks:*  

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/4/2022</td>
<td>David S. Pelonzi, Assistant Chief</td>
</tr>
</tbody>
</table>

**Town Administrator/Board of Selectmen:** 
- ☐ Concurs
- ☐ Does Not Concur
*Remarks:*  

<table>
<thead>
<tr>
<th>Date</th>
<th>Town Administrator/Board of Selectmen Chairman</th>
</tr>
</thead>
</table>
APPLICATION FOR THE USE OF TOWN PROPERTY

Individual/Organization: The Pound Martial Arts Center

Address (mailing):

Home/Business Address: 3131 Cranberry Hwy
E. Wareham, MA 02538

Home Telephone #:

Business Telephone #: [Redacted]

Contact Person: Meghan Elia

Email address: [Redacted]

I (we) request the use of the following town owned property:

Name: Monks Park

Location: Valley Bars Circle

Purpose: *** Beach, trail, park clean up
(a Leadership Community Service Project)

***Please indicate if a tent will be used or food served/available at event***

Date(s): 5/29/2022 (or another date is fine too!)

Time(s):
From 9 am (time first person will arrive)
To 12 pm (time last person will leave)

From (time first person will arrive)
To (time last person will leave)

****Copy of Liability Insurance with town named as additional insured****
(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)
I (we) agree to pay the Town of Bourne a fee, if required, for use of such facilities

Estimated Attendance ______________________

Will the affair be policed? Yes ___ No __ X
Will admission be charged: Yes ___ No __ X

Signed __________________________

Identification Presented

HOLD HARMLESS AGREEMENT

It is agreed by The Pond Martial
Hereinafter called the Organization, that the Town of Bourne be absolved of any and all liability brought about by actions of the participants and/or patrons of the organization while using the facilities of the Town of Bourne for the purpose of

Beach, Trail, Park Clean up

It is further agreed that the Organization accepts responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities.

Signature of Organization ____________________

Printed Name Meghan Elia

Title Operations Manager Dated 4/30/22

FOR TOWN ADMINISTRATOR’S USE ONLY

Estimated Facility Costs ______________________

Total Estimated Costs ______________________

APPROVED ___________ NOT APPROVED ___________

_____________________________  _________________________________
Town Administrator Marlene V. McCollum

Town Administrator

Approval is contingent upon your acceptance of the estimated costs as listed above. If for any reason, you no longer wish to use our facility, please contact us immediately.
CERTIFICATE OF LIABILITY INSURANCE

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PRODUCER
Francis L. Dean
12800 University Drive
Suite 125
Fort Myers, FL 33907
fdean.com

INSURED
SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:

THE POUND, LLC
P.O. BOX 572
EAST WAREHAM, MA 02538

CONTACT NAME: 
PHONE (LAb. Ext): (630) 665-7291
FAX (AnC. No): 
E-MAIL ADDRESS: bj@fdean.com

INSURER(S) AFFORDING COVERAGE
NAIC #
INSURER A: U.S. Fire Insurance Company 21113
INSURER B: Seneca Insurance Company 10936

COVERAGES
CERTIFICATE NUMBER: USP350436
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
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<tr>
<th>USER</th>
<th>TYPE OF INSURANCE</th>
<th>ADDL SUBW</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
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<td>GENERAL LIABILITY</td>
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<td></td>
<td>1/14/2022 12:01 AM</td>
<td>1/14/2023 12:01 AM</td>
<td>$2,000,000</td>
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<td>AUTOMOBILE LIABILITY</td>
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<td>SCHEDULED AUTOS</td>
<td>1/14/2022 12:01 AM</td>
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<td>UMBRELLA LIABILITY</td>
<td>OCCUR</td>
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<td>1/14/2022 12:01 AM</td>
<td>1/14/2023 12:01 AM</td>
<td>$1,000,000</td>
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<td>CLAIMS-MADE</td>
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<tr>
<td>A</td>
<td>WORKERS COMPENSATION</td>
<td>Y</td>
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<td>1/14/2023 12:01 AM</td>
<td>$500,000</td>
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<td>ANY PROPRIETOR/OWNER/E</td>
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<td>terms of payment</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Covered activities: Martial Arts. Locations: 3131 cranberry hwy, East wareham MA 02538. Certificate Holder is named as additional insured with respect to the operations of the Named Insured. Inland Marine Equipment Floaters (Cert # FIM2304001, Insurer B, Effective 1/14/2022 - 1/14/2023 12:01 AM): (1) $20,000 Owned Unscheduled Sports & Recreational Equipment (2) $0 Owned Scheduled Sports & Recreational Equipment (3) $5,000 Plate Glass Coverage (4) $0 Business Income (5) $250 Deductible Per Claim (6) Special Form including Theft and Transit, Replacement Cost Basis. Theft from an unlocked vehicle is not covered.

CERTIFICATE HOLDER
TOWN OF BOURNE
24 PERRY AVE
BOURNE, MA 02532

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Francis L. Dean

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ACORD 25 (2010/05)
The ACORD name and logo are registered marks of ACORD
Hi all!

Does anyone have anything they would like to add? Is everyone available to attend? Roadway/Traffic Safety Committee. Meeting to be held at DPW Conference Room on September 22, 2021 at 4:15pm. If this is a good day for all of you I will have Nancy post it.

Agenda –

4:15 – call meeting to order

Item one: further discussion on Clark Road and Old Plymouth Road intersection
Item two: discussion on speed limit signs on Old Dam Road
Item three: discussion and reconsideration to put 4 seasonal no parking signs on Grasslands Lane Cataumet

Shawn T. Patterson
Director of Public Works
Town of Bourne, MA
ROADWAY TRAFFIC SAFETY COMMITTEE
MEETING MINUTES
MARCH 9, 2022

PRESENT: Shawn Patterson, Timothy Lydon, John Stowe, Judith MacLeod Froman, Matt Smith, Richard Libin, Mandy Holway

Public Session was called to Order at 4:25 PM

1. New committee members were welcomed and introduced to rest of the committee.
2. The Committee organization was discussed. On motion by Rich and second by Judy, and a slate of officers was nominated as follows:
   - Tim Lydon, Chair
   - Shawn Patterson, Vice Chair
   - Mandy Holway, Clerk

   Vote was 5-0, with Judy not voting and Tim had left the meeting.

   Also discussed the frequency and best time of day/dates for future meetings. It was decided that meeting every 2 months is sufficient unless items come forward that require calling an interim meeting. In general, Town staff handles routine issues as they arise. Meetings will generally be on second Wed of month at 4:15 PM at Public Works, with the next meeting set for May 11.

3. General discussion regarding signage for spring and summer: There is an issue in Cataumet on Grasslands Lane. Road is narrow, there are complaints from property owners of vehicles parking on sides of road obstructing driveways to houses and preventing large public safety vehicles from accessing area. Public Works suggest placing temporary signage (concrete weighted movable signs) during summer months to delineate No Parking zones. The signs could be removed seasonally to facilitate winter plowing activities. Some parking would still be allowed at the end of the road. The Police Department can authorize temporary parking signage closures-permanent signage and parking changes need to go to the Select Board. Implementation was left to Public Works to work with Police to determine details.

4. Comments from members and public-No members of the public were in attendance. There was some discussion among members about options related to design and scope of concepts under consideration for the Barlows Landing/Five Corners Intersection. These are posted on the Town website on the Public Works page.

Meeting was adjourned at 5:25
1. **Sources of Board Authority / Responsibilities**
   a. Bourne Home Rule Charter
   b. Bourne General Bylaws
   c. Massachusetts Statutes
   d. Board Policies and Rules
   e. Other

2. **Distinction Between the “Board” and its Individual Members**

3. **Roles of the Board**
   a. Chief Executive of the Town
   b. Budgeting
   c. Town Meeting and Elections
   d. Sewers
   e. Real Property and Parks
   f. Roads
   g. Licensing and Permitting
   h. Appointing Authority – Other Boards, Staff, Committees, and Vacancies in Office
   i. Other Functions

4. **The Board as Chief Policy Maker**

5. **Meetings**
   a. Mechanics of a Meeting
   b. Open Meeting Law
   c. Public Participation, Decorum, and the First Amendment
   d. Public Hearings (Adversarial and Non-Adversarial)

6. **Ethics Law**

7. **Public Records Law**

8. **Board Relationship with Town Staff**
   a. Town Administrator
   b. Other Staff

9. **Board Relationship with other Boards**
In acknowledging the importance of maintaining and improving the physical connections in the Town of Bourne, transportation planning and advocacy is beneficial.

Approved as is _________________

Approved with edits noted above _________________

The Transportation Advisory Committee is appointed by and reports to the Board of Selectmen and would be required formally to report to the Board of Selectmen on a quarterly basis.

Question: Should specific projects noted in the Charge below be reported quarterly?
Yes ________ No ________

Approved as is _________________

Approved with edits noted above _________________

A majority of members must be present for the committee to meet and conduct any business scheduled before it. All meetings of the committee or any sub-committee are to be held in a public location, properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law, as amended.

Approved as is _________________

Approved with edits noted above _________________

Minutes of each meeting shall be prepared and approved by the Committee in conformity with applicable state and local requirements and shall, at a minimum, be distributed to the Town Clerk and the Board of Selectmen.

Approved as is _________________

Approved with edits noted above _________________

Charge

The Charge of the committee is to assist and advise the Board of Selectmen and Town Administrator in the planning, awareness, public engagement, and advocacy related to the
building of the Cape Cod Canal Bridges by the Army Corp/Massachusetts Department of Transportation and the interrelatedness of transportation needs in the town.

Transportation-related projects include:

- Canal bridges
- Regional transit – trains and buses
- Transportation Improvement Plan (Cape Cod Metropolitan Planning Organization)
- Local Comprehensive Plan
- South Side Fire Station and emergency services
- Pedestrian/bikeway

Approved as is  

Approved with edits noted above  

Membership

The committee would be in place through 5 years following the opening of the canal bridges.

Questions:

Should the members have term limits?

Yes _______ No _______

Should the Transportation Advisory Committee be appointed annually?

Yes _______ No _______

Approved as is  

Approved with edits noted above  

The membership of the Transportation Advisory Committee shall consist of seven or nine members and shall be constituted as follows;

1 - Board of Selectmen member or district Cape Cod Metropolitan Planning Organization member (or designee by the board; one or the other or both)

1 - School Department or School Committee appointment (or designee)
1 – Upper Cape Technical School or School Committee (or designee)

2 – At large members (preference given to geographic distribution or other expertise)

1 – Member of the Cape Cod Canal Regional Chamber of Commerce (or their designee)

1 – Town Administrator, or designee

1 – Planning Board appointment (member or designee)

1 – Pedestrian/Bike Path Committee member (or designee or interested party)

Question: For representatives of boards or committees - does the representation end when they are no longer a member of the Board or Committee?

Yes ________ The term of a committee member who represents a board or committee will be consistent with their tenure on their board or committee.

No ________ Once appointed to the Transportation Advisory Committee, whether still a member of the appointing board or committee or not, member must resign.

Approved as is ______________________

Approved with edits noted above ______________________

Employees of the Town of Bourne and Barnstable County may be called from time to time to provide topical and technical expertise as the need may arise

Approved as is ______________________

Approved with edits noted above ______________________

Question: Should meetings of this committee be filmed by BCTV?

Yes ________ No ________

Vote to approve the amended Transportation Advisory Committee as noted above:

Yes ________ No ________
<table>
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<tr>
<th>TERM</th>
<th>COMMITTEE</th>
<th>REP OF COMM</th>
<th>EXP</th>
<th>APPT BY</th>
<th>FIRST</th>
<th>LAST</th>
<th>FORMERLY</th>
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<tr>
<td></td>
<td>Board of Selectmen</td>
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<tr>
<td>2 YR</td>
<td>Affordable Housing Trust</td>
<td>Board of Selectmen/Town Adm</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
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<td>Meier - 2022</td>
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<tr>
<td>1 YR</td>
<td>Board of Selectmen Policy Subcommittee</td>
<td>Board of Selectmen</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
<td></td>
<td>MJ - 2022</td>
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<tr>
<td>1 YR</td>
<td>Board of Selectmen Policy Subcommittee</td>
<td>Board of Selectmen</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
<td></td>
<td>Slade - 2022</td>
<td></td>
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<tr>
<td>1 YR</td>
<td>Board of Selectmen Policy Subcommittee</td>
<td>Board of Selectmen</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
<td></td>
<td>Vacancy</td>
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<tr>
<td>1 YR</td>
<td>Bourne Landfill Business Model Working Group</td>
<td>Board of Selectmen</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
<td></td>
<td>MacDonald - 2022</td>
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<tr>
<td>3 YR</td>
<td>Cape Cod and Islands Water Protection Fund - MANAGEMENT BOARD</td>
<td>Board of Selectmen Rep</td>
<td>June 30, 2025</td>
<td>Board of Selectmen</td>
<td></td>
<td>Mastrangelo - 2022</td>
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<tr>
<td>1 YR</td>
<td>Cape Cod Regional Transit Authority</td>
<td>Board of Selectmen</td>
<td>June 30, 2023</td>
<td>Board of Selectmen Designee</td>
<td></td>
<td>Slade - 2022 Can G. Slade remain on this committee</td>
<td></td>
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<tr>
<td>1 YR</td>
<td>Community Action Committee of Cape Cod and Islands, Inc.</td>
<td>Board of Selectmen</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
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<tr>
<td>3 YR</td>
<td>Community Engagements Committee</td>
<td>Board of Selectmen Rep</td>
<td>June 30, 2023 - 3 yr however selectmen appts annually</td>
<td>Board of Selectmen</td>
<td></td>
<td>Froman - 2022</td>
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<tr>
<td>1 YR</td>
<td>Local Emergency Planning Committee - Local Elected Official</td>
<td>Board of Selectmen</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
<td></td>
<td>Slade - 2022</td>
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<tr>
<td>1 YR</td>
<td>Joint Base Cape Cod</td>
<td>Board of Selectmen</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
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<td>Slade - 2022 Can G. Slade remain on this committee</td>
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<tr>
<td>1 YR</td>
<td>OPEB Trust Fund</td>
<td>Chairman of the Board of Selectmen</td>
<td>While Chairman of the BOS</td>
<td>Board of Selectmen</td>
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<td>Meier - 2022</td>
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<tr>
<td>1 YR</td>
<td>Road Acceptance Advisory Committee</td>
<td>Board of Selectmen - Ex Officso</td>
<td>June 30, 2023</td>
<td>Board of Selectmen</td>
<td></td>
<td>MJ - 2022 *Only member appointed</td>
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<tr>
<td>1 YR</td>
<td>Roadway Traffic Safety Committee</td>
<td>Board of Selectmen - Ex Officso</td>
<td>June 30, 2022</td>
<td>Board of Selectmen</td>
<td></td>
<td>Froman - 2022</td>
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<tr>
<td>UPC</td>
<td>South Side Fire Station Building Committee</td>
<td>Board of Selectmen</td>
<td>Until Project Complete or Revoked</td>
<td>Town Administrator or his rep</td>
<td>Meier - 2022</td>
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<tr>
<td>1 YR</td>
<td>Trustees of the Bourne Veterans' Memorial Community Center</td>
<td>Board of Selectmen - Ex Officio</td>
<td>While Chairman of the BOS</td>
<td>Board of Selectmen</td>
<td>Peter</td>
<td>Meier</td>
<td>Meier - 2022</td>
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**Town Administrator**

| 1 YR | Town Administrators Advisory Committee on Pedestrian Bicycle Pathway | Board of Selectmen | June 30, 2023 | Town Administrator | Slade - 2022 |

**Board of Sewer Commissioners**

| 1 YR | Board of Sewer Commissioners Sub Committee | Sewer Commissioner | June 30, 2023 | Sewer Commissioners | MJ - 2022 |
| 1 YR | Board of Sewer Commissioners Sub Committee | Sewer Commissioner | June 30, 2023 | Sewer Commissioners | MacDonald - 2022 |
| 1 YR | Board of Sewer Commissioners Sub Committee | Sewer Commissioner | June 30, 2023 | Sewer Commissioners | Slade - 2022 |
| UPC | Wastewater Advisory Committee | Sewer Commissioner | June 30, 2023 | Town Administrator | MJ - 2022 |
ATA Glenn Cannon

Board of Selectmen
Peter Meier, Chair
George Slade, Clerk
Judy Froman, Vice Chair
Mary Jane Mastrangelo

Excused
Jared MacDonald

Others:  Steve Mealy, Renée Gratis, Tom Joyce, Kerri Anne Quinlan-Zhou, Tim Lydon.

Note this Zoom videoconference meeting is being televised, streamed, or recorded by Bourne TV.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: **1-929-205-6099 Meeting ID: 898 6668 9915 Password: 574910.**

If you already have the Zoom App downloaded to your device or computer, you may simply join the meeting by entering the Meeting ID and Password noted above or go to https://zoom.us/meetings and look for the Join Meeting button. Please MUTE your phone/microphone upon entry.

Participants wishing to speak should click the “Participants” icon on the lower toolbar and then click “Raise Hand” in the dialog box to notify the Chair. The Chair will recognize participants. For participants who are calling into the meeting and wishing to speak, they should press *9 to notify the Chair. The Chair will recognize participants.

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

1. **Moment of Silence to recognize our Troops and our public safety personnel.**

2. **Salute to the Flag**

3. **Vision:** Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.

4. **Mission:** Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with
others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

5. Public Comment on Non-Agenda Items

a. Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

6. Approval of Minutes: None

7. Selectmen’s Business

a. 7:15 Pole Hearing - 11 Buttermilk Way to transfer utilities off of an old pole onto a new pole, which designated route of line the Town of Bourne is than owner.

b. Discussion and possible vote to advance the proposed Charter with recommendations for changes as approved at the November 15, 2021, Town Meeting to the Great and General Court.

c. Discussion and possible vote to advance the proposed land donation condition (a revetment clause) from NextGrid as approved at the November 15, 2021, Town Meeting to the Great and General Court.

d. Discussion and possible vote to dissolve the existing South Side Fire Station Feasibility and Design Building Committee.

e. Discussion and possible vote to approve the South Side Fire Station Feasibility and Design Building Committee charge and membership.

f. Discussion and possible vote to allow staff to utilize the Selectmen’s stamp on all Certificates of Vote relative to Committee Charges only.

g. Discussion relative to the Barnstable County request for comments on potential American Rescue Plan Act (ARPA) Funding.

7.a. 7:15 Pole Hearing - 11 Buttermilk Way to transfer utilities off of an old pole onto a new pole, which designated route of line the Town of Bourne is than owner.

Chair Meier read aloud the public hearing notice:

NOTICE
TOWN OF BOURNE
POLE HEARING

Notice is hereby given that a public hearing will be held at 7:05 P.M. on Tuesday, January 11, 2022, for a petition request from Verizon to grant location for telecommunication wires and wireless attachments and appurtenances to an existing utility pole on Buttermilk Way, Bourne.

This petition is necessary for Verizon to transfer utilities off an old pole and onto a new pole at 11 Buttermilk Way in Bourne, which designated route of line you are an owner of real estate, as determined by the preceding assessment for taxation.
The meeting will be Zoom Remote with access for the phone number for calling in on the posted agenda, which can be found on the Town of Board website calendar [www.townofbourne.com].

**Voted:** Judy Froman moved, and George Slade seconded, to open the Public Hearing.

**Roll Call Vote** – George Slade – yes, Judy Froman – yes, and Mary Jane Mastrangelo – yes, and Chair Meier – yes, 4-0-0.

James of Verizon, New England, said that this petition is to relocate pole 17-7 approximately 30 feet from the existing pole and approximately 2 feet from the edge of road, and because it is going to be a dead end, he said they are also placing an anchor and a pole guide.

Amanda Ford, Mass School College Buildings, who is representing Mass Maritime, added that they support the moving of the pole by Verizon and the new location will better serve the area.

Mary Jane Mastrangelo asked if the pole is located on Tower Lane and James said that the pole is being located at the property line of 16 Tower Lane and 11 Buttermilk Way and that is so they can serve both homes without creating an area of trespass.

**Voted:** Judy Froman moved, and George Slade seconded, to close the Public Hearing.

**Roll Call Vote** – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, and Chair Meier – yes, 4-0-0.

**Voted:** Mary Jane Mastrangelo moved, and George Slade seconded, to approve the petition request from Verizon to grant location for telecommunication wires and wireless attachments and appurtenances to an existing utility pole on Buttermilk Way, Bourne.

**Roll Call Vote** – Mary Jane Mastrangelo – yes, George Slade – yes, Judy Froman – yes, and Chair Meier – yes, 4-0-0.

**7.b. Discussion and possible vote to advance the proposed Charter with recommendations for changes as approved at the November 15, 2021, Town Meeting to the Great and General Court.**

Steve Mealy said he had nothing more to add prior to the motion.

**Voted:** Mary Jane Mastrangelo moved, and George Slade seconded, to authorize the Town Administrator, in consultation with Town counsel, to (1) draft a proposed special act implementing the amendments to the Town of Bourne Home Rule Charter in substantially the same form as was presented to, voted on, and approved by the November 15, 2021 Special Town Meeting pursuant to Article 12 of the Town Meeting warrant; (2) to submit the same to the Town of Bourne’s State Representatives and Senator for submission to the General Court of Massachusetts; and (3) authorizing the General Court to make clerical or editorial changes of form only to the bill before enactment, unless the Board approves amendments to the bill before enactment by the Legislature and only then if such amendments are within the scope of the general public objectives of the Special Town Meeting vote.

Steve Mealy said he had spoken with Acting Town Administrator Glenn Cannon about getting a copy of the motion. He also has requested any documentation including any copy of the Charter
that will be forwarded to the State Legislative members. Chair Meier said that they will get him this documentation.

**Roll Call Vote** – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, and Chair Meier – yes. 4-0-0.

7.c. **Discussion and possible vote to advance the proposed land donation condition (a revetment clause) from NextGrid as approved at the November 15, 2021, Town Meeting to the Great and General Court.**

Mr. Cannon said that Town Meeting members voted to allow a donation of land to the Town of Bourne from NextGrid, a solar array company. There are certain conditions attached to it. He said that it needs to go to the State House to get approval for a reversionary clause. Mary Jane Mastrangelo asked if the Board will see this draft before it goes to the State House, and Mr. Cannon said that he will share it with the Board.

**Voted:** Judy Froman moved, and Mary Jane Mastrangelo seconded, to authorize the Town Administrator, in consultation with Town counsel, to (1) draft a proposed special act implementing the Town’s acceptance of a proposed land donation with a right of reversion for the parcels of land shown on Assessor’s Map Sheet 16, Lots 7, 8, and 9 that was presented to, voted on, and approved by the November 15, 2021, Special Town Meeting pursuant to Article 16 of the Town Meeting Warrant; (2) to submit the same to the Town of Bourne’s State Representatives and Senator for submission to the General Court of Massachusetts; and (3) authorizing the General Court to make clerical or editorial changes of form only to the bill before enactment, unless the Board approves amendments to the bill before enactment by the Legislature and only then if such amendments are within the scope of the general public objectives of the Special Town Meeting vote.

**Roll Call Vote** – Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, and Chair Meier – yes. 4-0-0.

7.d. **Discussion and possible vote to dissolve the existing South Side Fire Station Feasibility and Design Building Committee.**

Chair Meier said he decided to strike items 7d and 7e because clarification is needed on the charge of the committee and what the Board of Selectmen can do. He said the information was received today so it will be on next week’s agenda.

7.e. **Discussion and possible vote to approve the South Side Fire Station Feasibility and Design Building Committee charge and membership.**

7.f. **Discussion and possible vote to allow staff to utilize the Selectmen’s stamp on all Certificates of Vote relative to Committee Charges only.**

Chair Meier said that allowing the staff to utilize the stamp will help the staff during this time of remote meetings. Mr. Cannon said that this can be rescinded at any time and that it helps so that no one needs to come into Town Hall while they are remote at this time.
Voted: George Slade made a motion, seconded by Judy Froman, to allow staff to utilize the Selectmen's signature stamp on all Certificates of Vote relative to Committee Charges only.

Roll Call Vote – Mary Jane Mastrangelo – yes, George Slade – yes, Judy Froman – yes, and Chair Meier – yes. 4-0-0.

7.g. Discussion relative to the Barnstable County request for comments on potential American Rescue Plan Act (ARPA) Funding.

George Slade said that he did respond to the Assistant Administrator of the County to let her know that Bourne is looking at the different options. He said he thinks that there is movement to spread the wealth as fair as possible amongst the towns in the County. He said that more discussion will be required. He said he wants feedback from Department Managers and staff in the Town.

Mr. Cannon said the deadline for comments is February 3rd. He said that the Town of Bourne has received some ARPA funding and they have appropriated some of it for wastewater improvements, mostly for the infiltration and inflow study for the sewer system, and they are looking at other avenues for spending the funds, particularly around sewer. He said he believes the County received 41 million dollars to be distributed through all 15 towns. The Barnstable County Commissioners are looking for input across the County on how they should be spending their funds also. He said that there is no formula for how they need to distribute the money so Mr. Cannon thinks Bourne should give their opinion on how they want to see it distributed and the method by which they spend their money on.

Mr. Slade added that he wants to make sure that the Town is leveraging any funds to the greatest extent possible because some of the intentions with this were to make up for any shortcomings that may have been accrued to the Town during the pandemic.

Mary Jane Mastrangelo said she attended the Cape and Islands Water Protection Plan meeting and there was a proposal from the Cape and Islands Water Protection Management Board to recommend that the County use some of the funds for bolstering the Title IV fund for individual septic users who might have to connect to a sewer system. She said this is a good use regionally of the money, but it was clear that the representatives from the Towns that were at the meeting are interested in the Towns individually getting direct payment of this ARPA money and not leaving all of it in the control of the County. She said she would like to see a combination of uses for the ARPA money for Bourne and she does want to see the money going directly to the Towns.

Judy Froman said that as a Board she thinks they should put together some ideas with Town Administration and be proactive about the ARPA money. Mr. Slade added that he thinks Capital Outlay should be involved as well. Chair Meier said he would like the Board members to think about what they would like to do, and it will be on the agenda for next week to take a position at that time.

8. Appointments and Licenses – None.

9. Town Administrator
   a. Town Administrator’s presentation of the Fiscal Year 2023 (July 1, 2022, to June 30, 2023) Operating Budget and Capital Plan.
b. As required by the Town Charter Section 5.1 (Table of Organization), the Town Administrator submission of the annual organizational chart establishing personnel requirements within all Town departments.

c. Public Workshop (Virtual) – Low Lying Roads Project on February 2, 2022, at 2 pm.

Enter in Joint Session with the Finance Committee for the Town Administrator’s presentation of the Fiscal Year 2023

Renée Gratis said that only 6 members of the Finance Committee were present so they would not be taking any discussions or votes and they are only to there to hear the Town Administrator’s presentation.

9.a. Town Administrator’s presentation of the Fiscal Year 2023 (July 1, 2022, to June 30, 2023) Operating Budget and Capital Plan.

Acting Town Administrator Glenn Cannon shared his screen to present the Fiscal Year 2023 Operating Budget and Capital Plan. After reviewing the agenda, Mr. Cannon talked about the Budget Schedule. He said that after tonight’s presentation, the Board of Selectmen has two weeks to review it, then it moves to the Finance Committee on February 1st. From February 1st through April 11th there will be mostly joint Finance Committee/Board of Selectmen meetings to go over the budget in detail. On March 11th the Board of Selectmen needs to vote to close the warrant. The Finance Committee report is due by April 11th and the Voter Handbook must be available by April 15th, 2022. The Special and Annual Town Meeting is scheduled for May 2nd, 2022.

Mr. Cannon then talked about the Strategic Plan, and he said it is a very important document. The Board of Selectmen worked on this for almost two years. He talked about the goals of the Strategic Plan: Improving the Efficiency of Town Government, Finances, Health safety and welfare, Local Comprehensive Plan, Economic Development, Education, Environmental stewardship, and Infrastructure.

Mr. Cannon said that the Town of Bourne has a structurally balanced budget for the second year in a row. There is no use of Free Cash in the operating budget and there is a shift of Free Cash to purchase some capital items. He talked about funding the Capital Stabilization Fund to pay for future capital borrowing costs.

He said the General Fund Operating Budget is $73,551,140., and the grand total expenses are $80,186,415., which is a 2.38% increase over FY22. He talked about some of the assumptions that went into the revenue and expense sides. He talked about budget constraints and stressors and about COVID-19 impacts on the budget. He talked about revenue sources which include property taxes, state aid, local receipts, and other revenue sources.

He then talked about the expenses and the Changes to Table of Organization. With Police Reform, there have been some requests for changes in personnel with the Police Department and there has been some reorganization in some other departments in the Town. He talked about school expenses, shared costs, debt service and the FY23 Capital Plan. Mr. Cannon talked briefly
about the Enterprise Funds, the use of Free Cash, the Capital Stabilization Fund, Non-Exempt Debt Service, OPEB, Health Insurance and other Reserve Funds. He ended his presentation with a summarization of the budget for FY23.

Chair Meier said that the budget is realistic and practical. George Slade said that at this point it looks like a comfortable budget. Mary Jane Mastrangelo said Mr. Cannon did a great job with the presentation and it was a good overview. Judy Froman said that Mr. Cannon gave a good presentation, and she is impressed with the work that all involved have done with all the changes that have happened in the past few years and she wanted to thank the whole team.

9.b. As required by the Town Charter Section 5.1 (Table of Organization), the Town Administrator submission of the annual organizational chart establishing personnel requirements within all Town departments.

Mr. Cannon said that the Charter reflects that the Board of Selectmen has thirty days to veto the organizational chart. He presented a slide with the overall structure. He said that there would be a Human Resources position added. He said two of the changes that he wanted to highlight is making the Administrative Assistant in Conservation a full-time employee and to change the Health Inspector position to Assistant Health Agent. There also would be an addition of a Sergeant in the Police Department. He talked about a few other small changes in the chart.

Chair Meier said that he thinks a look at the pay structures for the Town employees should be done in comparison to other Towns to be able to retain current employees and to hire new employees. Mr. Cannon said he thinks the new HR Director should guide the Town with the pay structures.

Judy Froman questioned why other elected boards that interface with the Town government and Town administration are not listed on the Table of Organization. She thought that maybe this could be discussed when they get into more detailed discussions. Mary Jane Mastrangelo said that she thinks Ms. Froman raised a good point and said something that talked about the authorities and responsibilities would be a good idea also.


Mr. Cannon said that this public workshop on Low Lying Roads is being spearheaded by Tim Lydon. Mr. Cannon said that there are a few low-lying roads in the Town of Bourne that get flooded when storms hit, so they are looking at ways to upgrade those roads. This is a Cape Cod Commission-sponsored event.

10. Correspondence

George Slade said there was none.

11. Committee Reports

None
12. Adjourn

Voted: Mary Jane Mastrangelo moved, and George Slade seconded to adjourn.
Roll Call Vote – Mary Jane Mastrangelo – yes, George Slade – yes, Judy Froman – yes, and Chair Meier – yes. 4-0-0.

Respectfully Submitted,
Kim Johnson, Recording Secretary
Board of Selectmen
Minutes of Tuesday, February 1, 2022
Zoom Remote – Public Access

ATA Glenn Cannon

Board of Selectmen
Peter Meier, Chair
George Slade, Clerk
Judy Froman, Vice Chair
Mary Jane Mastrangelo
Jared MacDonald

Others: Renée Gratis, Bernie Lynch (7:48), Dan Barrett, Director of ISWM, Steven Souza, Superintendent, Buzzards Bay Water District, TK Menesale, Treasurer, Buzzards Bay Water District, Wendy Chapman, Chair, Board of Commissioners, Buzzards Bay Water District, Steve Donais, Stephen Mealy, Fire Chief Dave Cody, and Assistant Fire Chief David Pelonzi.

Note this Zoom videoconference meeting is being televised, streamed, or recorded by Bourne TV.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: 1-929-205-6099 Meeting ID: 858 3809 4075 Password: 527393.

If you already have the Zoom App downloaded to your device or computer, you may simply join the meeting by entering the Meeting ID and Password noted above or go to https://zoom.us/meetings and look for the Join Meeting button. Please MUTE your phone/microphone upon entry.

Participants wishing to speak should click the “Participants” icon on the lower toolbar and then click “Raise Hand” in the dialog box to notify the Chair. The Chair will recognize participants. For participants who are calling into the meeting and wishing to speak, they should press *9 to notify the Chair. The Chair will recognize participants.

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

7:00 PM Call Public Session to Order in Open Session

1. Moment of Silence to recognize our Troops and our public safety personnel.

2. Salute to the Flag

3. Vision: Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that is affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.

4. Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure coastline and environment for the enjoyment of
residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

5. Public Comment on Non-Agenda Items
   a. Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

   Mary Jane Mastrangelo said that the Executive Session was canceled tonight due to an error in posting.

6. Approval of Minutes: 12/14/21 and 12/21/21
   Voted: Judy Froman moved, and Jared MacDonald seconded to approve the minutes of December 14, 2021.
   Roll Call Vote: Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes. Vote: 5-0-0.

   Voted: Judy Froman moved, and Jared MacDonald seconded to approve the minutes of December 21, 2021.
   Roll Call Vote: Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes. Vote: 5-0-0.

7. Appointments and Licenses
   a. Discussion and possible vote to rescind the 2022 pouring, food and entertainment permits for the Buzzards Bay Brewing of Bourne, LLC. The applicant has ceased operations as of December 24, 2021.
   b. Discussion and possible vote to abate the 2022 pouring permit fee for the Buzzards Bay Brewing of Bourne, LLC.

7.a. Discussion and possible vote to rescind the 2022 pouring, food and entertainment permits for the Buzzards Bay Brewing of Bourne, LLC. The applicant has ceased operations as of December 24, 2021.

   Acting Town Administrator Glenn Cannon said that the owner of Buzzards Bay Brewing has ceased operations in Bourne, and he did put in a request to rescind the pouring permit. Mr. Cannon reached out to him to see if he wanted to rescind his food and entertainment licenses as well and he said he did and he would like to file for an abatement.

   Ms. Froman asked what the permit costs were and what is the amount of the abatement. Mr. Cannon said the pouring permit fee was $1,100.00. The food and entertainment permits were $50.00 each. He is looking for a full abatement because he did not open at all in 2022.
Voted: George Slade moved, and Judy Froman seconded, to rescind the 2022 pouring (Permit 05564-PP-0118 – 19H, Permit 05559-BP-0118 – 19B and Permit 05560-PP-0118 – 19C), food (Common Victualer license #24) and entertainment (weekday amusement license #15) for the former Buzzards Bay Brewing of Bourne, LLC located at 85 Main Street, Buzzards Bay.
Roll Call Vote: Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes.
Vote: 5-0-0.

Voted: George Slade moved, and Jared MacDonald seconded, to authorize the use of the Board of Selectmen stamp for the letter to the Alcoholic Beverages Control Commission to rescind the liquor licenses for Buzzards Bay Brewing of Bourne, LLC.
Roll Call Vote – Judy Froman – yes, Mary Jane Mastrangelo – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes.
Vote: 5-0-0.

7.b. Discussion and possible vote to abate the 2022 pouring permit fee for the Buzzards Bay Brewing of Bourne, LLC.

There was some discussion about the support of the abatement. The commission feels that they made a valiant effort to have their business open in Bourne.

Voted: George Slade moved, and Mary Jane Mastrangelo seconded, to abate all the 2022 license fees (pouring, food and entertainment) for Buzzards Bay Brewing of Bourne, LLC located at 85 Main Street, Buzzards Bay in the amount of $1,200.
Roll Call Vote – George Slade – yes, Mary Jane Mastrangelo – yes, Judy Froman – yes, Jared MacDonald – yes, and Chair Meier – yes.
Vote: 5-0-0.

8. Selectmen’s Business

a. Town Administrator update and discussion and possible vote to appoint a new Town Administrator.

b. Discussion and possible vote to accept the resignation of Patrick Ross from the Shore and Harbor Committee.

c. Discussion and possible vote on the following dates relative to the 2022 Special and Annual Town Meeting:
   i. Open the 2022 Special and Annual Town Warrant on February 2, 2022.
   ii. Close the Annual Town Meeting Warrant on a date selected by the BOS.
   iii. Close the Special Town Meeting Warrant on a date selected by the BOS.

d. Discussion relative to the current Town Meeting process.

e. Discussion and possible vote to on the Integrated Solid Waste Management (ISWM) Financial Policy. The ISWM financial policy was voted by the Board of Selectmen on April 30, 2019, and never signed. Possible vote to reaffirm the policy.

f. Discussion and possible vote to on the Buzzards Bay Water District American Rescue Plan Act (ARPA) funding requests.
g. Discussion and possible vote to consider appointing a South Side Safety Complex Committee instead of the South Side Fire Station Committee.

h. Discussion and possible vote to establish a South Side Fire Station Charge and Committee Membership.

i. Discussion and possible vote to advance the Fiscal Year 2023 Operating Budget, the Capital Improvement Program (the-year plan) and the Fiscal Year 2023 Capital Budget to the Finance Committee.

8.a. Town Administrator update and discussion and possible vote to appoint a new Town Administrator.

Chair Meier said that over the last 36 hours things have changed and the applicant that was chosen to be the next Town Administrator has withdrawn her interest and he read aloud a letter that she submitted to the Town, that was addressed to The Town of Bourne, Board of Selectmen, Peter J. Meier, Chairman, Town Hall, Perry Ave, Buzzards Bay MA and dated January 31, 2022:

Dear Chairman Meier,

It is with sincere regret to inform you that I need to withdraw my candidacy from the Bourne Town Administrator search process. Due to extenuating family medical issues, I will not be able to continue the process at this time. The Board has been very gracious and diligent in its duties in offering me the position as it conducted a deliberate and highly professional search with the assistance of Community Paradigm Associates. I was very pleased to become a finalist and decided to have the Board place confidence in my candidacy by offering me the position. After speaking with you, I appreciate your understanding and willingness to share with the Board this very difficult decision. Please inform the Board that this decision is strictly a personal one and not a result of anything other than my love for family. The Town of Bourne is a truly vibrant community and is rich in history and natural beauty. It deserves to have the full attention and leadership energy of its next Town Administrator. I am grateful to the Board and to the screening committee for the honor and privilege of selecting me as a finalist and ultimately extending me the offer for the position, for it is truly a wonderful professional opportunity. Despite this difficult personal decision, please know that I both wish the Board my very best going forward and the Town tremendous success in those future endeavors.

Respectfully submitted,

Jennifer M. Callahan

Chair Meier said the letter has been stamped in with the Town Clerk. He also said that Ms. Callahan said that due to her family issue, she does not feel that she could give Bourne 100%, so she had to withdraw her candidacy. He said this now brings them to candidate B, Marlene McCollem, whom he said was one of two finalists. Chair Meier said that the board can either offer Ms. McCollem the position or go back to the screening committee and the consultant to find new candidates.

Jared MacDonald asked where this topic is on the agenda as he does not see it. Chair Meier said it is Selectmen’s Business, item 8.a. He said that the agenda was amended this morning at 8:30 AM, and he said it was within the time allowed to amend and he did consult with Town Counsel on the
timeframe to amend the agenda. Mr. MacDonald said he thinks there is a lot more look into before moving forward.

Mary Jane Mastrangelo said she would like the Board to have a serious discussion about considering Marlene McCollem for the position, as she was her top candidate, and she has had a lot of people tell her that she was their top candidate. Ms. Mastrangelo gave examples of two other Towns in similar situations.

Mr. Slade said he would be uncomfortable moving forward and wants to know if the consultant has been informed and if he has reached out to the other candidate. Chair Meier said that the consultant is aware of the situation and Ms. McCollem is still available. One option that was discussed is posting a separate meeting because he amended this agenda just to read Ms. Callahan’s letter and to just get the discussion going, and he does not feel comfortable voting on anything this evening regarding this topic. Judy Froman said she is not comfortable moving forward this evening either. Ms. Mastrangelo said she was not ready to move forward tonight either and feels a separate meeting with a discussion is needed.

Chair Meier said he will work on setting a meeting up for this discussion and he will get back to the Board via email about the meeting.

8.b. Discussion and possible vote to accept the resignation of Patrick Ross from the Shore and Harbor Committee.

Chair Meier said that Mr. Ross sent a letter saying he would like to resign from the Shore and Harbor Committee.

Voted: George Slade moved, and Jared MacDonald seconded, to accept the resignation of Patrick Ross from the Shore and Harbor Committee.
Roll Call Vote – Jared MacDonald – yes, Judy Froman – yes, George Slade – yes, Mary Jane Mastrangelo – yes, and Chair Meier – yes.
Vote: 5-0-0.

8.c. Discussion and possible vote on the following dates relative to the 2022 Special and Annual Town Meeting:
   i. Open the 2022 Special and Annual Town Warrant on February 2, 2022.
   ii. Close the Annual Town Meeting Warrant on a date selected by the BOS.
   iii. Close the Special Town Meeting Warrant on a date selected by the BOS.

Mr. Cannon said they would like to open the Town Meeting warrant to give people a chance to get their information out there. He said the voter handbook needs to be done 14 days before Town Meeting and needs to go to the printer the week before. He said that according to the charge the Board of Selectmen has not less than 25 days before Town Meeting to close the Special and the Annual Town Meeting.

Chair Meier said that the Town Clerk has suggested March 11th for the Annual and April 7th for the Special. Ms. Mastrangelo said that she is in favor of earlier closing so that there are final
motions by April 1st, so her suggestion is March 4th to close the Annual and March 18th to close the Special, which will give a week to get the draft motions done.

There was some discussion on Fridays being the day of deadlines for the warrant, and Mr. Cannon said that a Wednesday or Thursday could be better than a Friday. He also said that he supports Ms. Mastrangelo’s suggested dates. Ms. Froman also thinks that the earlier dates are good to have more preparation time.

**Voted:** Mary Jane Mastrangelo moved, and Judy Froman seconded, to open the 2022 Special and Annual Town Meeting Warrant on February 2, 2022.
**Roll Call Vote** – Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes.
**Vote:** 5-0-0.

There was more discussion on what day of the week the warrant should close.

**Voted:** Judy Froman moved, and Mary Jane Mastrangelo seconded, to close the 2022 Annual Town Meeting Warrant on March 3, 2022.
**Roll Call Vote** – Jared MacDonald – yes, George Slade – yes, Mary Jane Mastrangelo – yes, Judy Froman – yes, and Chair Meier – yes.
**Vote:** 5-0-0.

**Voted:** Mary Jane Mastrangelo moved, and Jared MacDonald seconded, to close the 2022 Special Town Meeting Warrant on Thursday, March 17, 2022.
**Roll Call Vote** – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, and Chair Meier – yes.
**Vote:** 5-0-0.

8.d. **Discussion relative to the current Town Meeting process.**

Chair Meier said that this is on the agenda because last night the Finance Committee had this as a discussion point.

While waiting for Renée Gratis to call in to discuss the Town Meeting Process Chair Meier filled in Bernie Lynch about what had been previously discussed regarding the meeting that will be set up to discuss the next steps in hiring a Town Manager.

Renée Gratis said that the last Special Town Meeting was her first time at Town Meeting as Chair of the Finance Committee. She said she is still learning and has asked a lot of questions about why the process was the way it was, and she kept getting answered that that was the way they have always done it. She said she feels that some of the items that the Finance Committee has always done, she does not feel like they are Finance Committee charges, and she feels that another entity should be handling those items. She brought it up to the Finance Committee last night and a lot of them agreed.

Ms. Gratis said that in the handbook that goes to voters, the Finance Committee does the explanations of yes and no votes and it is not in the Charter or Bylaws that this is a Finance
Committee function, and it is just something that has been done. She said that Finance Committee member, Kate Jones, said that a lot of technicalities and research goes into the explanations of a yes or no vote and she and Ms. Gratis feel like the votes would be better explained by Town staff.

Ms. Gratis said another discussion that was had at the last Finance Committee meeting was about who presents the articles at Town Meeting. It was brought up that other towns have the Board of Selectmen, the Town Administrator or the Moderator present articles.

Mr. MacDonald said that Ms. Gratis brought up some great points. He thinks it is a great idea to re-visit the process and fine-tune the process. Ms. Froman said the whole process has evolved and she thinks what does need to be looked at is having staff do the yes and no vote explanations because they have the information.

Ms. Mastrangelo explained that the Finance Committee took on the yes/no explanations recently which has to do with the motion recommended by the Finance Committee, which almost makes it a Finance Committee responsibility, and she thinks that help from staff and Town Counsel would be good. She also feels that a discussion with the moderator could be helpful also.

Mr. Cannon said that regarding the yes/no explanations, he does not feel like it is a lot of work for the staff. He said that it flows naturally while writing the article and the motion. Ms. Froman and Mr. MacDonald do feel that this discussion should be had. Chair Meier said that a workshop can be set up sometime in February to go over the Town Meeting process.

8.e. Discussion and possible vote on the Integrated Solid Waste Management (ISWM) Financial Policy. The ISWM financial policy was voted by the Board of Selectmen on April 30, 2019, and never signed. Possible vote to reaffirm the policy.

Dan Barrett, Director of ISWM, gave a brief description of the ISWM Policy.

**Voted:** Mary Jane Mastrangelo moved, and Jared MacDonald seconded, to reaffirm the Board of Selectmen vote originally voted on April 30, 2019, on the ISWM Finance Policy as presented.  
**Roll Call Vote** – Jared MacDonald – yes, George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, and Chair Meier – yes.  
**Vote:** 5-0-0.

**Voted:** Mary Jane Mastrangelo moved, and Judy Froman seconded, to authorize the use of the Board of Selectmen stamp for the ISWM Financial Policy.  
**Roll Call Vote** – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, and Chair Meier – yes.  
**Vote:** 5-0-0.

8.f. Discussion and possible vote on the Buzzards Bay Water District American Rescue Plan Act (ARPA) funding requests.  
TK Menesale, Treasurer, Buzzards Bay Water District, said that their request is to participate in the ARPA funds for Capital Improvements for the betterment of the Buzzards Bay Water District. She said that have several projects that have a long-term planning process and many of them are over
the million-dollar mark which is a stretch for them. Their main project is a Water Main Redundancy Plan, and they would like to use the ARPA funds for this project. Wendy Chapman added that there has been a lot of development in downtown Buzzards Bay and the water lines were not put in for that type of volume.

Mr. Cannon said that staff should sit down with the Water District staff to formulate their plans and come up with a schedule. He also said that currently, Bourne has about 1,000,000 in ARPA funds and the County is still deciding what to do with the portion of ARPA funds they will distribute to the Towns.

Mr. Slade said that he will be recusing himself if there are any votes on this because he is on the Assembly of Delegates. Judy Froman said she is pleased that the Water District is coming forward with their request, and if possible, she feels the Town should support it. Stephen Mealy said that he thinks the Board should think of all three districts and not just Buzzards Bay Water District.

Ms. Mastrangelo said she agrees with Mr. Cannon about having a meeting and she said that a process is needed in how to evaluate all the priorities for the ARPA funds. Ms. Mastrangelo also asked if the letter has gone out to the County on the prioritization yet and Chair Meier said it will be finalized tomorrow, and he will send the Board the draft before sending it.

8.g. Discussion and possible vote to consider appointing a South Side Safety Complex Committee instead of the South Side Fire Station Committee.

Chair Meier said that the reason for this is that in the process of evaluating the need to replace a fire station on the south side of the Canal, there were some thoughts about maybe including a police station substation as part of it. To do this, the focus of the committee needs to be changed. He talks about some options for a police substation.

Ms. Mastrangelo said her preference is to leave it as the South Side Fire Station Committee because she does not think that there has been a request on the part of the Police Department through Capital Outlay. She is concerned about increasing the need for the land and about increasing the cost without a defined need. She feels the focus should be on the need that has been identified and the priority that has been there for several years.

Ms. Froman said that she wants to know what both Chiefs think about this concept. She said her sense about it is that it is a move toward collegiality and a move towards making sure the Town is servicing both sides of the Canal.

Fire Chief Cody said that it has been addressed in the past few years about a small police substation, and it has not been addressed in length and he is not ready to speak on it tonight.

Mr. MacDonald said that the biggest thing right now is to see if there is a benefit to having some sort of combined station. Ms. Froman asked if there were any comments from the police Chief and Mr. Cannon said he does not have any feedback at this time and he will sit down with the two Chiefs and discuss this.
Ms. Mastrangelo said that the South Side Fire Station Committee has been to Town Meeting and has received funding from Town Meeting for the feasibility and the study of a South Side Fire Station Committee and changing that charge would require that the use of the funds would require a Town Meeting vote.

8.h. Discussion and possible vote to establish a South Side Fire Station Charge and Committee Membership.

Ms. Mastrangelo went over the changes that were made in the amended charge of the South Side Fire Station Committee. Ms. Froman has some recommendations for some changes. She thinks that they should change it so that the charge of the committee is to make recommendations to the Board of Selectmen. She said that this committee originally reported to the Town Administrator. Mr. Cannon said that he feels that the committee should report to the Board of Selectmen. Ms. Mastrangelo said she would like to add Town Meeting in there.

There was some more discussion on some changes that the Board would like to make to the charge of the committee. There was a discussion about the processing and signing of the invoices and Mr. Cannon said it needs to be clarified and add subject to the approval of the Town Administrator to the charge. There also was some discussion about the order of the charge. Ms. Mastrangelo made the changes to the charge as discussed.

The membership stayed as written. Chair Meier said that some of the committee members from the last committee may want to be appointed to the new committee.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded, to approve the South Side Safety Fire Station Committee charge and membership as amended tonight.
Roll Call Vote – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, and Chair Meier – yes.
Vote: 5-0-0.

8.i. Discussion and possible vote to advance the Fiscal Year 2023 Operating Budget, the Capital Improvement Program (the 5-year plan) and the Fiscal Year 2023 Capital Budget to the Finance Committee.

Chair Meier said there will be some edits to some areas in the budget before it goes to the Finance Committee for their review. Mr. Cannon explained some of these edits. He said there is one split in the Town Administrator’s office with a position that was split between Town Administrator and Board of Selectmen at 25% and 75% Sewer Department, and it is now opposite, which is 25% for Sewer and 75% for The Board of Selectmen. There also was a change to longevity. He said they also increased the library’s overall budget. He said that the loan for the Wastewater Treatment Facility has been delayed again due to the closing being postponed.

Voted: Mary Jane Mastrangelo moved, and George Slade seconded, to forward the Fiscal Year 2023 Budget and Capital Plan as amended.
**Roll Call Vote** – Jared MacDonald – yes, George Slade – yes, Mary Jane Mastrangelo – yes, Judy Froman – yes, and Chair Meier – yes.
Vote: 5-0-0.

9. **Town Administrator**
   a. **Future Board of Selectmen Meeting Schedule:**
      i. Discuss the February 15, 2022, Board of Selectmen Meeting.
      ii. Discuss possible dates to review the Operating Budget in the spring of 2022.
   b. **Lanyards and ID badges for Town Committee members.**
   c. **Town Charter update on the submission of the Town Charter to the State Legislators.**

9.a. **Future Board of Selectmen Meeting Schedule:**

   i. **Discuss the February 15, 2022, Board of Selectmen Meeting.**

   Chair Meier said that originally, he had planned on holding the meeting on February 15 in Pocasset, but due to still being on Zoom, the focus of the meeting will change and Jerry Hill of Calamar will be coming into the meeting to give an update. Mr. Cannon talked about a few items on the agenda tracker and possible agenda items for the February 15 meeting. There was some discussion of a railroad crossing in Monument Beach.

   ii. **Discuss possible dates to review the Operating Budget in the spring of 2022.**

   Chair Meier said that he was thinking sometime in late March. Ms. Mastrangelo suggested that the Board of Selectmen ask the School Committee to vote their budget by March 30th. Ms. Froman agrees and thinks they should vote sooner rather than later. Chair Meier said a letter will be drafted to send to the School Committee. There was a discussion about when to talk about the budget at the meetings in March.

9.b. **Lanyards and ID badges for Town Committee members.**

   Mr. Cannon said that the Board of Selectmen had requested ID badges to go site visits and they are now starting to issue badges to other committees as well.

9.c. **Town Charter update on the submission of the Town Charter to the State Legislators.**

   Mr. Cannon said that once the Charter Review Committee had finished their work, he said they reached out to State Rep. David Vieira to see how to go about getting the Charter approved at the Statehouse. He recommended that it get turned over to Bourne’s Town Counsel because there is a very prescribed manner for how the legislators want to see the Town Charter and the format that they want to see it in. It took Town Counsel weeks to put it into that format. It will now get forwarded to Rep. Vieira and the entire delegation and they will do a courtesy review to make sure that Town Counsel has done it in the correct format. Once signed off, the formal submission will be made to the Statehouse for review. There was some discussion about the format of the charter. Mr. Mealy said that the Charter needs to be done again in 4½ years and Mr. Slade questioned him
and he said that it must be done every five years. He said that the Board of Selectmen needs to appoint the committee on time. Ms. Froman said that they worked with Town Counsel, and they were within what the Charter said. Mr. Mealy said that per the Charter they are to appoint the Charter Review Committee immediately following Town Meeting, and October is not immediately following Town Meeting. Ms. Froman responded by saying that they did go to Town Counsel, who is no longer the Town Counsel for Bourne, and he gave an opinion.

10. Correspondence

George Slade said letters, that are all listed on the Town’s website in the calendar section under this date, were received from the following:

- He said that Talend Bank Forms were received from:
  - Paul Forsberg stating qualifications and interest in the Shore and Harbor Committee and a secondary choice to serve on the Historical Commission.
  - Peter Doyle stating interest in the Road Acceptance and as a Veterans Grave Officer.
- Letter received from Kristy Senatori, Executive Director, Cape Cod Commission, relating to the District Local Technical Assistance Award Fund outlining deadlines for distribution and best practices for each element of each grant area.
- Email for Sue Barrachini concerning two proposed intersection changes and possible shortcomings of each of the reports.
- Email from Richard Conron seeking timetables for the analysis of the sole source Aquaphor and effects of the proposed multi-purpose machine gun range at Joint Base Cape Cod.
- Email from Joe Kriboski concerning the dissolution of the South Side Fire Station Committee and appointing a new committee and new site possibilities and his thoughts.
- Three DEP letters from the Director addressed to Rose Forbes on PFAS engineering and one letter concerning a fuel spill.

11. Committee Reports

Chair Meier said that this morning he, Ms. Froman, and Mr. Cannon were on a conference call for the status of state road projects. Ms. Froman said that this was a very preliminary discussion the Canal area and rotaries and it was a brainstorming session.

12. Adjourn

Voted: Jared MacDonald moved, and Judy Froman seconded to adjourn.
Roll Call Vote – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, and Chair Meier – yes.
Vote: 5-0-0.

Respectfully Submitted,
Kim Johnson, Recording Secretary
Board of Selectmen
Minutes of Tuesday, March 1, 2022
Bourne Veterans’ Community Center
Buzzards Bay, MA

TA Marlene McCollem
ATA Glenn Cannon

Board of Selectmen
Peter Meier, Chair
George Slade, Clerk
Judy Froman, Vice Chair
Mary Jane Mastrangelo
Jared MacDonald

Others: State Representative David Vieira, State Representative Steven Xiarhos, State Senator Susan Moran, Mike Jackman, Chief of Staff for Congressman Bill Keating, Timothy Lydon, Engineering Department, and Coreen Moore.

7:00 PM Call Public Session to Order in Open Session

Chair Meier took a point of personal privilege to recognize the first Board of Selectmen meeting of the new Town Administrator, Marlene McCollem, and to welcome her to the Town of Bourne. Chair Meier also recognized Ms. McCollem as being the first woman Town Administrator in the Town of Bourne’s history. Chair Meier also congratulated Assistant Town Administrator Glenn Cannon for being offered the position of Town Administrator in the Town of Rochester. He also thanked Mr. Cannon for all he has done for the Town of Bourne.

The cub scouts from Pack 44, Den 2 introduced themselves before the moment of silence and before leading the group in the Pledge of Allegiance.

1. Moment of Silence to recognize our Troops and our public safety personnel.

2. Salute to the Flag. Cub Scout Pack 44, Den 2 will lead the salute to the flag.

Chair Meier said that the cub scout troop was at the meeting at the request of Mary Jane Mastrangelo as part of working on one of their badges. Ms. Mastrangelo told the troop that they did a great job. Jared MacDonald told the troop to reach as far as they can and enjoy their time as a scout. State Rep. David Vieira invited Cub Scout Pack 44 to the Statehouse.

Chair Meier also recognized the passing of former Select Board member Judith Conron. He said that she was on the Finance Committee and was involved in many aspects of the Town. Ms. Mastrangelo stated how much Judy Conron will be missed and about how involved she was with the community. Goerge Slade spoke about how she went about helping the Town and how he will miss her. Judy Froman talked about how Judy Conron inspired other members in Town. Mr. MacDonald talked about how he respected Judy Conron and how much she will be missed.
3. **Vision:** Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.

4. **Mission:** Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

5. **Public Comment on Non-Agenda Items**
   a. Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

6. **Selectmen’s Business**
   a. **Recognize Coreen Moore for her years of service to the Town of Bourne.**
   b. **Congressman William Keating, State Senator Susan Moran, State Representative David Vieira and State Representative Steven Xiarhos are invited guest to the meeting. Our Federal and State delegation will report on pertinent issues to the community.**
   c. **Discussion and possible vote to allow a sign at Buzzards Bay Park – Judith Riordan will provide a brief presentation.**
   d. **Discussion and possible vote to appoint members of the South Side Fire Station Building Committee.**
   e. **Discussion and possible vote relative to stormwater improvements at Monks Park – Tim Lydon will give a concise presentation on the proposed stormwater improvements.**
   f. **Discussion and possible vote to allow construction vehicle access over 280 Standish Road to maintain a stabilized coastal bank – Bracken Engineering will provide a presentation.**
   g. **Discussion and possible vote relative to the Fiscal Year 2023 Budget and Fiscal Year 2023 Capital Plan.**

6.a. **Recognize Coreen Moore for her years of service to the Town of Bourne.**

Chair Meier said that this is the public’s way of thanking Coreen Moore for all she has done for the Town of Bourne. He said the list of her accomplishments goes on and on, and he read aloud the list that Mr. Cannon prepared of these accomplishments.

Chair Meier said that State Representatives David Vieira and Steven Xiarhos, State Senator Susan Moran, and Mike Jackman, Chief of Staff for Congressman Bill Keating had something to give to Ms. Moore for her dedication to the Town of Bourne. Mr. Jackman presented Ms. Moore with a citation from Congress in recognition of 26 years of dedicated service upon her retirement from the Town of Bourne as the Town Planner. Ms. Moran said that her citation from the Massachusetts Senate is being sent to her. She also thanked Ms. Moore for her service and her ability to take advantage of technology as it became available to her. Mr. Vieira talked about a
memorable trip that he had with Ms. Moore and others and how professional she was when an issue arose. He thanked her for her dedication to the Town of Bourne. Mr. Xiarchos said that to be there to honor Ms. Moore, was his honor. He read aloud a citation from the Massachusetts House of Representatives that was given to Ms. Moore. Chair Meier also gave Ms. Moore a certificate of appreciation on behalf of the Board of Selectmen.

Ms. Moore said that she enjoyed working for the Town of Bourne. She said that she felt as though the department of Planning was like working with family. She introduced her family and the staff that she worked with. She thanked everyone and received a standing ovation.

Voted: Mary Jane Mastrangelo moved, and Judy Froman seconded to proclaim January 31, 2022, as Coreen Moore Day in the Town of Bourne.
Vote: 5-0-0.

6.b. Congressman William Keating, State Senator Susan Moran, State Representative David Vieira and State Representative Steven Xiarchos are invited guests to the meeting. Our Federal and State delegations will report on pertinent issues to the community.

Mr. Jackman explained that the House was in session so Congressman Keating could not attend the meeting, and he was there on his behalf. Mr. Jackman said there are two issues that he was there to talk about, and one issue is the bridges. He said that at the federal level, their role is to figure out how to pay for the bridges and that the bridges are beyond their life of use. He said there are some optimistic prospects for getting funding for the new bridges. He said they are working on getting some funding for the bridges from the President’s budget and through the Infrastructure Bill, through the Bridge Investment Program. The Bridge Investment Program was designed to fund the replacement of major bridges across the country and there is a grant application process that will be coming up over the next year. He said the Congressman and the delegation have had extensive conversations with the Army Corps of Engineers about funding the construction of the new bridges.

Chair Meier said that Bourne would like their seat at the table for any discussions about the new bridge construction and the removal of the existing bridges. He said that the bridges affect the daily lives of the residents and staff and leaders of Bourne need to be made aware of what is going on about the bridges.

Chair Meier also explained the Calamar project that is across from Town Hall and the fact that people have been told that it would be done by a certain time, and they are giving up their current living situations with those promises. He asked Mr. Jackman if there is anything that the Federal government can do to help get these people temporary housing. He said that affordable housing in the community needs to be looked at also.

Jared MacDonald reiterated what Chair Meier said about the bridges and said if they are not done correctly, it could affect the character of the Town. Judy Froman said that even small updates are good for the town of Bourne. George Slade said that this is a one-time opportunity to work on the surface roads to benefit the towns of the Cape and the Islands and to make the right changes. Mary Jane Mastrangelo said that she feels the same as Ms. Froman and that small updates will benefit everyone. She also talked about the universal housing problem. Mr. Cannon said that the bridges should not be downplayed, and he asked if there is anything that Bourne can do, Mr. Jackman said he would find out, and he said that the grant application is high level.
Mr. Jackman said that the other issue that he would like to talk about is the decommissioning of the Pilgrim Power Plant in Plymouth. He said that the State established a Nuclear-Decommissioning Citizens Advisory Panel a few years ago. They meet about six times a year. At their meeting in November, the DPH brought up the fact that there are a million gallons of water from the cooling tower that is being dismantled, that needs to be disposed of. Holtec, the company that is doing the decommissioning, said they have not decided how they will do it yet. Mr. Jackman said that his office subsequently learned from the Nuclear-Decommissioning Citizens Advisory Panel that Holtec had notified them that they plan to dispose of this water into Cape Cod Bay. There has been a lot of press and public outcry and Holtec made the announcement that they will not discharge the water into the bay during the calendar year 2022.

Mr. Jackman said the other options would be to truck it offsite to a licensed storage facility or to evaporate the water, which has its own environmental impacts. Ms. Mastrangelo said that the Board of Selectmen did write a letter in opposition to the disposal of the water into Cape Cod Bay.

State Senator Susan Moran gave a quick update on the ARPA funds. She said that 4 billion dollars was approved last year, and the spending was mostly concentrated in health care at 964 million, housing at 624 million, infrastructure at 414 million, education at 389 million, and Economic Development at 267 million. The ARPA money must be committed by the end of 2024 and spent by the end of 2026.

Ms. Moran said that her office has been made aware that Main Street Fire Station needs $40,000 for a boiler replacement and they were able to get that moving and $100,000 for the town generator replacement. She said that she and Senator Cyr were able to obtain 2 million dollars for Housing Assistance Corporation for two housing projects, one of them being in Bourne, which will provide 56 affordable housing units. She talked about some funding that will be going to the schools, public safety, family care, and environmental issues.

Ms. Moran said that she filed a bill called the Act Relative to the Discharge of Radioactive Materials. This legislation will ban the disposal of radioactive materials directly or indirectly into coastal or inland waters, tidewater, or land owned by another person with fines ranging from $10,000 to $25,000 per offense and liability for all damages to the Commonwealth. There was some more discussion about the bridges and the generator.

State Representative David Vieira said that the current license that Holtec has does not allow the discharge in Cape Cod Bay. He said that for them to get that approval, that license must be amended. He said they are keeping an eye on this as the leverage point along with some outside things like the legislature that was filed. He said that if Holtec applies to amend the license, then everyone should send letters to the appropriate authorities.

Mr. Vieira said that the 350 million dollars for the bridge approaches, which is for the roadways leading everywhere up to where the Army Corps currently owns, has been authorized in a bond bill from Massachusetts. With the authorization was an agreement that the Commonwealth will take ownership of new bridges after they are completed. During construction, MassDOT will coordinate with communities and with the Army Corps, so they are basically the project manager.
Mr. Vieira talked about the home rule for the Police Chief. He also talked about a replacement for the Governor’s appointment to the Bourne Recreation Authority to get the board up to full membership. He talked about some ARPA funding for the roof on the Buzzards Bay station and the Bourne Rail Trail. Mr. Vieira said they also are working on what they can do to support an upgrade to the pier at Mass Maritime Academy. He also talked about the ship Ernestina that will be used as a training vessel at Mass Maritime Academy.

State Representative Steven Xiarchos introduced himself to the Board. Mr. Xiarchos said that he has three of Bourne’s precincts – Sagamore Beach, Sagamore, and a section around Clay Pond Road and when the re-districting happens next year, he will have Buzzards Bay. He talked about what he is working on and one of the things that he has taken personally was the shooting of Sean Gannon, and his dog Nero, on April 12, 2018, by a person with 125 prior crimes and out on the streets selling drugs, armed with illegal guns. That incident is what led him to leave policing and run for office. He is proud to say that they filed the Nero Bill, which is if a police dog is injured in the line of duty, it is now legal for paramedics to use first aid to help the dog, as they would a human. Mr. Xiarchos said that on April 12, 2022, the bill will be signed into law by Governor Baker at the new Yarmouth Police Station, which was built in Sean Gannon’s memory, and he said all are welcome to attend.

Mr. Xiarchos said the issues that he is working on are the opioid crisis and behavioral health and he has some bills on these issues currently. He talked about some of the other bills that he is working on.

Chair Meier asked about the Armory and said that the land could be beneficial for the Town, and Mr. Vieira said that the Armory is still being used. Mr. Meier also mentioned House Bill 3821 and there was some discussion about the bill.

6.c. Discussion and possible vote to allow a sign at Buzzards Bay Park – Judith Riordan will provide a brief presentation.

Judith Riordan said she is representing the Historical Commission looking for authorization and approval to place a sign in Buzzards Bay Park, and it is part of a CPA project. She said the Design Review Committee approved the proposal. She passed around a photo of what the sign would look like. The sign would be approximately 24”x36” and 36” in height and is fiberglass.

Voted: Judy Froman moved, and Jared MacDonald seconded to allow the Historic Commission to install a historic sign within the Buzzards Bay Park near Buzzards Bay Bank pediment. The exact location of the sign would be approved by the Bourne Superintendent of Public Works, Shawn Patterson, along with consultation regarding the pediment.

Vote: 5-0-0.

6.d. Discussion and possible vote to appoint members of the South Side Fire Station Building Committee.

Chair Meier said that the previous South Side Fire Station Committee has been disbanded and the new committee has been reconstituted and the membership now is a member of the Board of Selectmen, a member of the Finance Committee, a member of Capital Outlay, Fire Chief and a second member from the Fire Department and four at large members. He said that some of the applicants for the at-large positions were there tonight and he also said that his father, William
Meier has applied, and he is not available this evening. He invited the applicants to speak regarding their applications. Peter Lindberg, Scott Meyer, Rob Christenson, and Dr. Spector explained their intentions to be on this committee, and they gave some background of their experience, and Chair Meier spoke on William Meier’s behalf.

**Voted:** George Slade moved, and Judy Froman seconded to put William Meier, Peter Lindberg, Scott Meyer, Rob Christenson, and Dr. Spector into nomination.

**Vote:** 5-0-0.

Mary Jane Mastrangelo said that this is a hard decision for her, and she expressed her concerns about response times.

Jared MacDonald chose Peter Lindberg, Scott Meyer, Rob Christenson, and Dr. Spector.

Judy Froman chose Peter Lindberg, Scott Meyer, Dr. Spector, and William Meier.

George Slade chose Rob Christenson, Dr. Spector, Scott Meyer, and William Meier.

Mary Jane Mastrangelo chose Peter Lindberg, Rob Christenson, William Meier, and Scott Meyer.

Peter Meier chose Peter Lindberg, Scott Meyer, Rob Christenson, and William Meier.

**Voted:** Judy Froman moved, and Jared MacDonald seconded to appoint the following individuals to the South Side Fire Station Building Committee with a term to expire until revoked or the project is completed.

1. Peter Lindberg
2. Scott Meyer
3. Rob Christenson
4. William Meier

**Vote:** 5-0-0.

6.e. **Discussion and possible vote relative to stormwater improvements at Monks Park — Tim Lydon will give a concise presentation on the proposed stormwater improvements.**

Tim Lydon, Engineering Technician, Town of Bourne, talked about the stormwater improvement project at Little Bay. He said that his department worked with other departments on this project such as the Department of Natural Resources, Conversation, The Planning Department, the Acting Town Administrator, and the DPW.

Mr. Lydon said that the Cape Cod Conservation District is overseeing administering 20 million dollars from the USDA. He said that this is year 1 of 3 years of projects, and from that 20 million Bourne got $27,000, which will fund the design 100%, and there is an article with capital this year for a 25% match. Mr. Lydon talked more about the design, about installing pavement and the rain garden. There was some discussion on the whole project.
Voted: Mary Jane Mastrangelo moved, and Judy Froman seconded to support the stormwater improvements at Monks' Park as presented tonight and shown on a plan titled Proposed Layout, Grading and Drainage Plan dated February 8, 2022, by Bracken Engineering, Inc. and furthermore, outreach will be taken place to advocate for this project.

Vote: 5-0-0.

6.f. Discussion and possible vote to allow construction vehicle access over 280 Standish Road to maintain a stabilized coastal bank – Bracken Engineering will provide a presentation.

Town Administrator McCollem said that this has been withdrawn without purpose.

6.g. Discussion and possible vote relative to the Fiscal Year 2023 Budget and Fiscal Year 2023 Capital Plan.

Mr. Cannon said that this is a placeholder.

7. Appointments and Licenses

a. Discussion and possible vote to approve the Annual Cliff Walk Event Fundraiser for ALS – September 11, 2022 – 7:30 AM to 4:00 PM – Buzzards Bay Park – Mary Ann Singersen.

b. Discussion and possible vote to approve an application for Telling Fortunes by M. Layton.

7.a. Discussion and possible vote to approve the Annual Cliff Walk Event Fundraiser for ALS – September 11, 2022 – 7:30 AM to 4:00 PM – Buzzards Bay Park – Mary Ann Singersen.

Chair Meier said that the proof of insurance has been submitted.

Voted: Mary Jane Mastrangelo moved, and George Slade seconded to allow Mary Ann Singersen on behalf of ALS to use Buzzards Bay Park as a staging area for a seven (7) mile walk along the Cape Cod Canal service road setting up on September 10, 2022, from 9:00 AM to 4:00 PM with the walk occurring on September 11, 2022, from 7:30 AM to 4:00 PM, subject to review with the Police Department 30 days prior to the event.

Vote: 5-0-0.

7.b. Discussion and possible vote to approve an application for Telling Fortunes by M. Layton.

This item is not going forward at the recommendation of the Police Department. Mr. Cannon said that this is the first fortune-telling license that has been done in Bourne, and the Police Department has some questions and needs clarification.

8. Selectmen’s Business

a. Food truck permitting update.
8.a. **Food truck permitting update.**

Mr. Cannon said that the staff has been working to get the process for getting food trucks approved and to try to streamline the process.

9. **Minutes: 1/13/2021 and 1/18/21 and Exec Session Minutes from 4/8/21**

**Voted:** Judy Froman moved, and Mary Jane Mastrangelo seconded to approve the minutes of January 13, 2021

**Vote:** 5-0-0.

The date was incorrect – Judy Froman withdrew her motion and Mary Jane Mastrangelo withdrew her second.

Minutes of January 18, 2021 - Deferred – incorrect date on agenda.

**Exec Session Minutes from 4/8/21:**

Chair Meier said that there is a correction – Jim Potter was listed twice, and Chair Meier was not listed.

**Voted:** Judy Froman moved, and George Slade seconded to approve the Executive Session minutes of April 8, 2021, with the correction made.

**Vote:** 4-0-1. Mary Jane Mastrangelo abstained.

**Voted:** Judy Froman moved, and Jared MacDonald seconded to release for disclosure the Executive Session minutes of April 8, 2021, after being corrected and sent to the Records Access Officer.

**Vote:** 4-0-1. Mary Jane Mastrangelo abstained.

10. **Correspondence**

Clerk George Slade listed the correspondence:

- Stephen Mealy - Talent Bank form seeking re-appointment as Town Representative to the Cape Cod Commission.
- Alexander Fleming - Talent Bank form for being interested in serving on the Bourne Cultural Council.
- Kara Garcia - Talent Bank form seeking re-appointment as Human Services Representative to the Bourne Housing Authority.
- Several letters related to the clean-up regarding Holtec.
- EPA letter dated 2/17/22 regarding Holtec.
- Upper Cape Tech School Committee minutes of January 13, 2022.
- An abutter notices for 4 Kennebec Avenue seeking to raze a building and 2 sheds and rebuild one new dwelling.

Mr. Slade said that these documents can be reviewed on the Town website in the calendar section under today’s date – click on BOS meeting and scroll to correspondence.

11. Committee Reports – Judy Froman said that this past week the Cape Cod Metropolitan Planning Organization meeting was held. She said they are in full force planning the 2023 to 2027 TIP (Transportation Improvement Projects) projects. She said that some of the things that they talked about were the trolley that was promised to Bourne a few years ago and select projects with the Unified Planning Work Program regarding complete streets and roadway safety. They talked about electric vehicle charging stations and there is some money out there for that. She said there also was an update from a gentleman from MassDOT regarding the bridges, and he said that they are looking at utilities in the area and they are finishing up the borings to understand the sediment in the area. Ms. Froman concluded her report by saying in March they will be voting on the 2023 to 2027 TIP.

12. Adjourn

Voted: George Slade moved, and Jared MacDonald seconded to adjourn.
Vote: 5-0-0.

Respectfully Submitted,
Kim Johnson, Recording Secretary
Board of Selectmen
Minutes of Wednesday, March 30, 2022
Zoom Remote – Public Access

TA Marlene McCollem

Board of Selectmen
Peter Meier, Chair
George Slade, Clerk
Judy Froman, Vice Chair
Mary Jane Mastrangelo
Jared MacDonald

Others: Renée Gratis, Dr. William Towne, Kate Jones, Amanda Bongiovanni, Mike Ellis, Town Accountant, Erica Flemming, Finance Director, Barry Johnson, Town Clerk, Bryan Bertam, Town Counsel, Amy Kullar, Moderator, George Sala (7:02), Michael Rausch, Bourne Enterprise (7:04), and Wayne Sampson (7:21).

Note this Zoom videoconference meeting is being televised, streamed, or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: 1-929-205-6099 Meeting ID: 974 154 8084 Password: 02532.

Please press MUTE on your phone or microphone until the Chair recognizes participants.

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

7:00 PM Call Public Session to Order in Open Session

1. Public Comment on Non-Agenda Items
   a. Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

2. Joint meeting with Finance Committee – Chair Meier said that the Finance Committee does not have a quorum for this meeting to be a joint meeting.

   Town Administrator Marlene McCollem said that the draft warrant language is with Counsel for their review. She said that one item that just came up is regarding the departmental revolving accounts and Counsel is recommending that they place a bylaw into the town code to codify the existence of the departmental accounts. She said that it was a requirement of the Municipal...
Modernization Act that appears it was overlooked and not done in Bourne. She said she considers this a housekeeping article. She said that she recommends that the Board of Selectmen insert an additional item in the consent agenda on the Annual Town Meeting Warrant to rectify and correct the situation.

Mary Jane Mastrangelo asked why this would be in a consent article rather than being a separate article in the Special. Ms. McCollom said it doesn’t have to be in the consent article and it can be a stand-alone article in either the Annual or the Special if the Board is more comfortable doing that. Renée Graxis said she would prefer it to be a stand-alone article because it would be easier for the Finance Committee Report, and Ms. McCollom said that would be no problem at all.


Chair Meier said there is a calendar that has been used in the past. He said that the Board of Selectmen would vote to post the warrant for the Special Town Meeting, vote to post the warrant for the Annual Town Meeting, discuss and vote on the final budget and the capital plan and review draft final motions, and vote on essential articles on April 5th, 2022.

Ms. McCollom said that she will be making one final budget amendment proposal during this meeting. She said she believes all the schools’ numbers are all set.

Chair Meier said that after April 5th the final motions will be distributed to the Finance Committee and the Board of Selectmen on April 8th. The Finance Committee will vote on the final recommendations of all Annual and Special Town Meeting motions on April 11th. The Finance Committee Report will be available at the Town Hall and in the Library on April 12th. The Board of Selectmen will vote on final recommendations for Special Town Meeting and Annual Town Meeting motions on April 12th. The next day the Finance Committee recommendations and handbook comments are due to the Town Administrator by noon. The pre-Town Meeting will be on April 13th. The handbook will go to the printer and there will be copies available at Town Hall and the Library on April 15th. The Annual and Special Town Meeting is May 2nd.

The Finance Committee will vote on the essential articles on April 11th. There was some discussion on when the Board of Selectmen and Finance Committee will vote on all the articles and when the Finance Committee Report is due.

Amy Kullar, Town Meeting Moderator, said that she would like to set the time for the pre-Town Meeting. It was decided the meeting will be at 3 PM in the Community Building.

Chair Meier said that the warrant, the motions, and the explanation of articles have already been submitted by Ms. Graxis to Ms. McCollom. Ms. McCollom said she will handle putting together the voter handbook and she will distribute it when she has a final draft. Ms. Graxis said to clarify that until they take votes, Ms. McCollom has the handbook and Ms. Graxis will add to it after April 11th. Ms. McCollom said that she believes all the motions for this Town Meeting are written in the affirmative and she would like to confirm whether it is necessary to put in what a yes vote means and what a no vote means. Chair Meier said that yes, it should be done because it makes it easier for the Town Meeting attendees.
c. Logistics and Process.

Chair Meier said that at the Pre-Town Meeting on April 13th, they will go over the setup of the stage. Ms. McCollem wanted to confirm that the intention is to not force social distancing at the Town Meeting and to have the room set up how it was prior to COVID-19. Ms. Kollar said it is her intention to follow all relevant Board of Health guidelines at the time of the Meeting, and right now they are not enforcing any pandemic guidelines in public. Ms. Mastrangelo said that there is an additional meeting on the 27th so they can make the necessary adjustments at that time if protocols have changed.

There was some discussion about having a Town Meeting 101. It was decided by the Board that it really is not needed at this Town Meeting.

Ms. Gratis said that she wanted to discuss if all want to continue with the Finance Committee presenting the articles at Town Meeting. She said that they will still get up to the microphone to state their recommendations, and she wanted to bring this topic forward in case others have ideas about how the process should go. Ms. Mastrangelo said that she thinks it is helpful for the logistics of the Town Meeting for the Finance Committee to be the presenter. She said it works seamlessly. She said there is always an opportunity for other boards to make comments. She said she thinks it should continue this way because it is the tradition and that the Finance Committee handbook is written that way and she would encourage keeping the system in place.

Ms. Froman said that for many years she has wondered why the Board of Selectmen are not more involved with articulating their leadership and the articles that they bring forward. Although she agrees that it makes it smoother, and she is not saying to cut the Finance Committee out of it, she feels that it doesn’t make sense to her to have the articles that are being brought forward by the Selectmen and to have the Selectmen sit there totally silent. She would like more conversations about this to look at different models.

Chair Meier agreed with Ms. Froman, and he thinks these discussions should happen this summer, and to keep this Town Meeting the way it has been without any changes yet. Mr. MacDonald agrees with Ms. Froman. He thinks if an article is being brought forward by the Board, then the Board should present it. Kate Jones agrees with Chair Meier about having conversations this summer and she wanted to bring to light the turnover on the Finance Committee, and she questions if the presenting at Town Meeting could be a barrier for some people that would otherwise be interested in being part of the Finance Committee. Mr. Slade agrees that more conversations are needed to have on this topic. Chair Meier said that the Charter requires that the Finance Committee make recommendations on each article.

Ms. Gratis said that she just wants to make it clear that her intent is not to remove the Finance Committee from the Town Meeting Process at all. She knows that there are people that wanted to have this discussion about presenting articles. She is fine with delaying this discussion until summer and holding this Town Meeting like it always has been held. Chair Meier said he will make sure this topic is not forgotten.

Barry Johnson said that it has been the tradition that the School Committee and the Planning Board sit on the stage at Town Meetings, along with the Board of Selectmen, the Finance
Committee, etc. Most of the people on both boards have communicated to him that they do not want to be on the stage, so he said they can be accommodated by reserving space in the front, especially because for this Town Meeting there is no zoning, and the School Committee is not presenting any articles other than inclusion in the budget. Chair Meier said this will be talked about more at the Pre-Town Meeting on the 13th.

3. Selectmen’s Business
   a. Discussion and possible vote relative to the Fiscal Year 2023 Budget and Fiscal Year 2023 Capital Plan.
      i. Budget amendment for the Town Administrator’s Office.

Ms. McColllem said that at the last Board of Selectmen’s meeting the staff in the Town Administrator’s Office was discussed. She was under the assumption that there were conversations about the staffing that happened before her arrival and found out they did not. She would like to ask for an amendment to the Town Administrator’s budget for FY23 with a reduction of $22,315. This reduction allows her to keep the existing staff in the office status quo. The staffing would be a full-time Town Administrator, a full-time Assistant Town Administrator, a full-time Executive Assistant, a full-time Administrative Assistant, and a part-time Administrative Assistant. The full-time Administrative Assistant will be shared 25% Sewer and 75% General Fund. The budget that she would like to request for the Town Administrator’s office is $442,108.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded to reduce the Town Administrator’s budget by $22,315, to $442,108.
Roll Call Vote – Jared MacDonald – yes, George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, and Chair Meier – yes.
Vote: 5-0-0.
   ii. Budget amendment for the WWTP electricity line.

Ms. McColllem said that she does not feel that the operating budget needs to be increased anymore at this time, and she needs some time to look at the invoices from the Wastewater Treatment Plant, so this is not moving forward for this Town Meeting.

4. Adjourn

Voted: Jared MacDonald moved, and Mary Jane Mastrangelo seconded to adjourn.
Roll Call Vote – George Slade – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, Judy Froman – yes, and Chair Meier – yes.
Vote: 5-0-0.

The meeting was adjourned at 7:47 PM.

Respectfully Submitted,
Kim Johnson, Recording Secretary
7:00 PM Call Public Session to Order in Open Session

1. Moment of Silence to recognize our Troops and our public safety personnel.

2. Salute to the Flag.

3. Vision: Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.

4. Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

5. Public Comment on Non-Agenda Items
   a. Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

6. Joint Meeting with Bourne Housing Authority – The Board of Selectmen will enter into a Joint Meeting with the Bourne Housing Authority to appoint Kathleen Durant to the Board of Commissioners. The Bourne Housing Authority does not have a quorum so there will be no joint meeting tonight.
7. Apointments and Licenses

a. Fortune Teller’s License
b. K. Garcia reappointment as the Bourne Housing Authority representative on the Human Services Committee.

7.a. Fortune Teller’s License

Marcie Layton introduced herself. She said she is a tarot card reader, and she explained her services to the Board of Selectmen.

Voted: Mary Jane Mastrangelo moved, and Judy Froman seconded to approve the Application for Telling of Fortunes for Marcie Layton dba Aries-Stotle of Sagamore Beach.
Vote: 4-0-0.

7.b. Kara Garcia reappointment as the Bourne Housing Authority representative on the Human Services Committee.

Voted: Judy Froman moved, and Mary Jane Mastrangelo seconded to appoint Kara Garcia as the Bourne Housing Authority’s representative on the Human Services Committee with a term expiring on June 30, 2025.
Vote: 4-0-0.

8. Selectmen’s Business

a. Discussion and possible vote on the request of the Lions club to allow a rabies clinic at the Buzzards Bay Fire Station on 4/16/22.
b. Calamer Update
c. Update from Jennifer Kennedy regarding the 4th of July Parade.
d. Section 12 Notice for Town Clerk re: election workers.
e. Discussion and vote on Non-Essential Annual Town Meeting Warrant Articles and associated motions:
   i. Annual Article 6 – Committee reports
   ii. Annual Article 7 – Close Out and transfer balances
   iii. Annual Article 8 – Community Preservation projects
   iv. Annual Article 12 – Human Services grant program
   v. Annual Article 14 – Establish a “shellfish mitigation fund”
   vi. Annual Article 15 – Amend Bylaw 3/1/28 – Temporary Repairs of Private Ways
f. Written request from Bourne High School Senior Class re: bonfire permit.
g. Continued discussion of the charge and mission of the Transportation Advisory Committee.

8.a. Discussion and possible vote on the request of the Lions club to allow a rabies clinic at the Buzzards Bay Fire Station on 4/16/22.
Judy Barclay, president of the Sandwich-Bourne Lions Clubs said they have been doing a rabies clinic for over 20 years. There is a vet that donates his time to do these clinics.

**Voted:** Mary Jane Mastrangelo moved, and Judy Froman seconded to approve the use of the Buzzard’s Bay Fire Station on April 16, 2022, from 8:30 am to 12:30 pm for a rabies clinic on behalf of the Sandwich-Bourne Lions Club. Judy Barclay organizer.

**Vote:** 5-0-0.

8.b. **Calamar Update**

Jerry Hill could not attend again. There was some discussion about the communication about the project with Calamar.

8.c. **Update from Jennifer Kennedy regarding the 4th of July Parade.**

Jennifer Kennedy and Kathy Fox-Alfano came before the Board seeking approval to hold the 4th of July parade this year. Chair Meier said that their routing slip has not been completed and this is on the agenda to let the Town know what is happening. Ms. Kennedy said that she has a meeting with Mass Maritime tomorrow to discuss using their parking lots for the parade. She said they have participants and bands lined up and they have sent out sponsor letters. They are working on fundraising and need some funds.

They are hoping that the Town can take the parade over at some point in the future. Ms. Fox-Alfano suggested that the 4th of July become a town committee for not only the parade but for a variety of events. There was some discussion about the parade becoming a town responsibility. Judy Froman said she thinks it is a great idea for next year, and to have the whole year to plan.

Mary Jane Mastrangelo asked how the Community Engagement Committee is helping with the parade this year. Judy Froman said that they met yesterday, and they are trying to figure out if they can give to a non-non-profit. They do want to help with funding, but they investigate it further.

Ms. Kennedy said that people can donate or get involved in the parade through their website and their Facebook page.

8.d. **Section 12 Notice for Town Clerk re: election workers.**

Chair Meier said that this is referring to Mass General Law Chapter 54 section 12 and he read it aloud.

**Voted:** Judy Froman moved, and Judy Mary Jane Mastrangelo seconded to approve the letters to the Democratic and Republican Town Committees pursuant to MGL c 54, sec. 12 regarding Election Officers.

**Vote:** 4-0-0.

8.e. **Discussion and vote on Non-Essential Annual Town Meeting Warrant Articles and associated motions:**

i. **Annual Article 6 – Committee reports**
Voted: Mary Jane Mastrangelo moved, and Judy Froman seconded to recommend annual Article 6 to Town Meeting.
Vote: 4-0-0.

ii. Annual Article 7 – Close Out and transfer balances

Chair Mcier said the total amount being returned is $82,642.29 provided there is approval at Town Meeting.

Voted: Mary Jane Mastrangelo moved, and Judy Froman seconded to recommend annual Article 7 to Town Meeting.
Vote: 4-0-0.

iii. Annual Article 8 – Community Preservation projects

Barry Johnson said that this is his annual visit to present the CPC (Community Preservation Committee) projects. He started by talking about the historic applications. Mr. Johnson said that everything that he will be presenting tonight has been approved by the CPC.

The first project is the Town Hall flag, and it was submitted by Mr. Johnson. He said that the flag is stained and needs to be repaired, and he is requesting $13,000.00 to replace the flag. The flag will be a replica and will go up next to the clock. They would like to take the original flag out and have it cleaned and put into an archival box, and either have it displayed in Town Hall or in the Archives.

The second project is to purchase an 1857 map of the Town of Sandwich which Bourne was a part of at that time, and the map shows Bourne family names, and it shows many features of the Town of Bourne. Mr. Johnson has requested $18,000.00 to purchase this map and to have the map restored to its original condition. The map is approximately 3 feet by 4 feet. Carl Georgeson said there was some discussion of selling smaller replicas of the map.

Mr. Georgeson said that he is on both the Jonathan Bourne Historical Center Board of Governors, and he is the Chair of the Historical Commission and they have done a joint application for money to clean and repaint the handicap railing located in the back of the building. He said that once that is done, they will repair the concrete that is on that ramp with money from a prior grant, to make it ADA compliant. This request is for $7,500.00.

Alice Howe of the Recreation Committee and Lori Cooney of the ADA Commission presented the Recreation projects. Ms. Howe said that she is there to request that some tennis, pickleball, and basketball courts are rehabilitated because they are unsafe to use. She listed the courts that need rehabilitation and the estimated costs to rehabilitate:

Clark Field - $55,620.00 – ADA Improvements - $30,000.00
Keith Field - $31,209.00 – ADA Improvements - $7,000.00
Behind Town Hall – ADA Improvements - $3,500.00
Veterans Memorial Building - $31,209.00 – ADA Improvements - $4,500.00
Chester Park - ADA Improvements - $7,500.00
Pocasset Recreation Area - $26,630 – ADA Improvements - $30,000.00
Cataumet Schoolhouse - $20,600.00 – ADA Improvements - $45,000.00

Ms. Cooney talked about the work to be done for ADA compliance and improvements for each location. There was some discussion on the materials that will be used to fill the cracks, and about the gates. The grand total of this Recreation request is $330,000.00 which includes a project manager for all the courts.

Mr. Johnson said that the next projects are with Housing. He said the first project is for $59,200.00 of a grand total project of $62,700.00. The additional funds come from the trust and the partnership. He said that this is to provide administrative services for the direction, program design, and liaison to government on behalf of the Bourne Partnership and the Bourne Affordable Trust and frequently the Town.

Greg Wheeler, Executive Director of the Bourne Housing Authority, presented his application for repairs to 86 Waterhouse Road. He said that it is one of seven buildings that need repairs. They would like to make the repairs on one building a year.

David Quinn of the Housing Assistance Corporation gave a presentation on a new development of affordable housing that will be constructed in Sagamore Beach behind the strip mall near the Fire Station. The project is called Cape View Way. There will be 42 affordable units. He said there was a long permitting process. He showed slides on how the development will look once completed. Their request is for $185,000.00 of CPC funds, which is in addition to a previous allocation that the CPC made to this project in 2007 & 2008 of $185,363.50. Mr. Johnson said that this project will make the goal of having 10% affordable housing in Bourne even closer.

**Voted:** Judy Froman moved, and George Slade seconded to recommend annual Article 8 in its entirety to the Town Meeting, including the motion.

**Vote:** 4-0-0.

Ben Joyce of Cataumet, founder of the Cataumet Schoolhouse Preservation Group, said that twenty years ago this group restored the schoolhouse. He said he was speaking for himself tonight and the group is trying to preserve the schoolhouse. He said he is in favor of disability access, but when it comes to putting a large asphalt parking lot in at the schoolhouse, aesthetically it should not be done, and many people will be upset. He does not believe that there is an impediment to handicap access currently.

Lori Cooney said that grass is not considered ADA access, and it does not meet the ADA guidelines. She said she understands what Mr. Joyce is saying, but there is a responsibility and a duty of the Town to meet ADA guidelines wherever there is public access and that is the reason why they will push forward. Ms. Froman asked if anything other than asphalt could be used and Ms. Cooney said that concrete could be used, and it could even be green to match the grass. Chair Meier said that a honeycomb material may work. Ms. Cooney said that she will work with the preservation group to come up with a good solution for both aesthetics and ADA compliance.
iv. Annual Article 12 – Human Services grant program

Erica Flemming said that Deborah Oliviere, the COA Director, was not able to come to the meeting and she asked that Ms. Flemming to let the Board know the committee requests proposals from area non-profit agencies and awards grants. In FY 22 they awarded 9 area agencies.

**Voted:** Mary Jane Mastrangelo moved, and Judy Froman seconded to recommend annual Article 12 to Town Meeting.
**Vote:** 4-0-0.

v. Annual Article 14 – Establish a “shellfish mitigation fund”

Chris Southwood said that this article was a collaboration for the last few years. He said they are trying to develop a funding source for any of the wetland’s projects that come across Conservation regarding impacts on the marine and shellfish habitat. He said this fund requires special legislation and the first step is to go to Town Meeting. After that, the Board of Selectmen can authorize this special legislation to allow the Natural Resources Department to create a dedicated fund. Once all are approved, they will annually go in front of the Town during Town Meeting with their proposal.

**Voted:** Mary Jane Mastrangelo moved, and Judy Froman seconded to recommend annual Article 14 to Town Meeting.
**Vote:** 4-0-0.

vii. Annual Article 15 – Amend Bylaw 3/1/28 – Temporary Repairs of Private Ways

Shawn Patterson said that many of the unaccepted roads make it difficult for the Fire and Police Departments and the Rubbish trucks, to do their jobs. He said that this article will allow them to do some repairs to the roads so that they are passable. Mr. Patterson said that the goal is to get the roads so they can be driven on, and hopefully maintain them and maybe get into a betterment process, and then the Town can accept them.

**Voted:** Mary Jane Mastrangelo moved, and Judy Froman seconded to recommend annual Article 15 to Town Meeting.
**Vote:** 4-0-0.

8.f. Written request from Bourne High School Senior Class re: bonfire permit.

Chair Meier said that this request came in a letter from Erica Fitzpatrick on behalf of the Bourne High School class of 2022.

**Voted:** Judy Froman moved, and Mary Jane Mastrangelo seconded to approve the request of Erica Fitzpatrick on behalf of the Bourne High School class of 2022 to hold a bonfire on May 31st, 2022, and to authorize the Fire Chief to issue a permit in accordance with Mass. General Law 111 section 142h and to set any conditions he sees fit.
**Vote:** 5-0-0.

8.g. Continued discussion of the charge and mission of the Transportation Advisory Committee.
Deferred.

9. **Town Administrator**

Ms. McCollum said that they received a phone call today that the Board is being invited to a re-opening of the Dunkin Donuts at 43 Scenic Highway.

Ms. McCollum also reported that they have received proposals to hold an assessment center for a Police Chief. She said the review team has met and looked at them and has made a recommendation to her. She said she will move forward with negotiating a contract with the preferred vendor. She said she is moving ahead with an appointment that is non-civil service with the expectation that special legislation will be in place.

Ms. McCollum said that has decided on a good candidate for IT Manager and his start date has been delayed by 2 weeks. She said she has held interviews for an HR Director, and she has identified someone that she would like to bring back to further explore with additional staff.

Ms. McCollum said she has had a meeting with both Shawn Patterson and Shawn Feeney about Facilities and DPW and they agree that it makes sense for her to continue working on a reorganization that includes Facilities as a Division housed within DPW. Once she has a formal proposal, she will bring it in front of the Board.

Ms. McCollum said that next week there will be an item on the agenda regarding zoning for MBTA and Jennifer, Town Planner, and Brian, Town Counsel will be at the meeting to explain the details. She also said that ARPA funds need to be discussed. There was some discussion on boat ramps that need to be repaired.

9. **Minutes of 4/6/21, 10/18/21, 10/21/21, 10/25/21**

Ms. McCollum said that 4/6/21 was listed incorrectly.

**Voted:** Judy Froman moved, and Mary Jane Mastrangelo seconded to approve the minutes of October 18, 2021.

**Vote:** 3-0-1. George Slade abstained.

**Voted:** George Slade moved, and Mary Jane Mastrangelo seconded to approve the minutes of October 18, 2021.

**Vote:** 3-0-1. Judy Froman abstained.

**Voted:** George Slade moved, and Judy Froman seconded to approve the minutes of October 18, 2021.

**Vote:** 4-0-0.

11. **Correspondence**

George Slade said there were two items from DEP. One is regarding the Otis Gun Club and both address munition activity in the Upper Cape water supply reserve area and DEP must continually monitor.
12. Committee Reports

Ms. Froman said that there was a Bourne Community Engagement Committee meeting the day before this meeting and it has revived enthusiasm. They approved Daffodil Day the Aptuxet Trading Post. They approved a logo for the committee to use on signs that the Engagement Committee grants money towards. She said there is a little confusion on whether money has to go to non-profits.

13. Adjourn

Voted: George Slade moved, and Judy Froman seconded to adjourn.
Vote: 4-0-0.

This meeting of the Bourne Board of Selectmen was adjourned at 9:19 PM.

Respectfully Submitted,
Kim Johnson, Recording Secretary
Selectmen’s Correspondence

June 7, 2022

A. Upper Cape Tech Budget letter
B. Xfinity letter cancelling Russian channels
C. B. Scott – COA – Talent Bank form
D. J. Fraher – Open Space Committee – Talent Bank form
E. P. Nemeth – ZBA resignation
F. DEP letter – J-1 Range Southern Additional Monitoring Well
G. DEP letter – DRAFT Technical Memo NW Corner
H. DEP letter – DRAFT L Ranges 2022 Environmental Monitoring
I. DEP letter – JBCC Small Arms Ranges Soil
J. DEP letter – DRAFT Community Involvement Plan Comments
K. P. Grasso letter regarding a crosswalk
May 18, 2022

Ms. Marlene McCollum  
Town Administrator  
Bourne Town Hall  
24 Perry Ave.  
Buzzards Bay, MA 02532

Dear Ms. McCollum:

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 $18,193,579 and a Capital Budget of $305,000 for the fiscal year ending June 30, 2023. The impact of this budget on the individual towns is reduced by State Aid, tuition and other receipts in the amount of $5,530,000 Total Net Operating Costs assessed to the communities, therefore, becomes $12,968,579 in accordance with budget detail attached. In accordance with the Education Reform Act and the Regional District Agreement formula, the assessment for the Town of Bourne is as follows:

- **Operating**: $3,217,219.00
- **Capital**: $45,606.00
- **Total Assessment**: $3,262,825.00

Quarterly payments in the amount of $815,706.25 are due July 1st, October 1st, January 1st and April 1st from the Town of Bourne. If you have any questions, please feel free to contact me.

Very truly yours,

Roger D. Forget  
Superintendent

Michael Degan  
Treasurer, School Committee

cc:  
Town Clerk  
Town Treasurer  
Finance Committee  
Board of Selectmen
## Budget Function

### 1000 Administration

#### 1100 School Committee

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### 2000 Instruction

#### 2210 School Leadership

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### Upper Cape Cod Regional Technical School

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5000 Fixed Charges

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<td><strong>TOTAL FOUNDATION BUDGET</strong></td>
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May 26, 2022

Board of Selectmen
Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note effective June 14, 2022, the subscription-only Russian language channels Channel One Russia, RTR Planeta, and Rossiya 24 will no longer be available through Xfinity and will be removed from any Russian language packages.

Customers are being provided this information via bill message.

Should you have any questions, please do not hesitate to contact me at Michael_Galla@comcast.com.

Very truly yours,

Michael Galla
Michael Galla, Sr. Manager
Government Affairs
TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Selectmen, Moderator and Town Administrator as a means of compiling names of interested citizens to serve on a voluntary basis, on boards and committees and working groups. This file is available for use by the public as well as the Moderator, Selectmen and Town Administrator. Talent bank forms are being updated to include categories consistent with the changing needs of the Town. Indicate your preference and return the form to:

TOWN GOVERNMENT TALENT BANK

 c/o Town Administrator,
 24 Perry Avenue
 Buzzards Bay, MA 02532

NAME: Barbara J. Scott  DATE: 5/26/22
ADDRESS: [Redacted]  PRECINCT: [Redacted]
OCCUPATION: Ret. TELEPHONE #: [Redacted] EMAIL: [Redacted]
BACKGROUND: Automotive Controller

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<td>AFFORDABLE HOUSING TRUST - provides the Town with many tools to create and preserve affordable housing, including the ability to option, lease, purchase, renovate, and lease out or sell real estate.</td>
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<td></td>
<td>ZONING BOARD OF APPEALS - The Board of Appeals shall have and exercise all the powers granted to it by Chapters 40A, 40B, and 41 of the General Laws, and by this Bylaw, those powers being to hear and decide applications for Special Permits upon which the Board is empowered to act under this Bylaw; to hear and decide petitions for variances, excluding variances for use; to hear and decide other appeals from any aggrieved person, officer, or board, or the Cape Cod Planning and Economic Development Commission, to issue comprehensive permits as provided by Sections 20-23, Ch.40B, G.L., and in special cases to issue withhold building permits, as provided by Section 81Y, Ch.41, G.L.</td>
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<tr>
<td></td>
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TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Selectmen, Moderator and Town Administrator as a means of compiling names of interested citizens to serve on a voluntary basis, on boards and committees and working groups. This file is available for use by the public as well as the Moderator, Selectmen and Town Administrator. Talent bank forms are being updated to include categories consistent with the changing needs of the Town. Indicate your preference and return the form to:

TOWN GOVERNMENT TALENT BANK
c/o Town Administrator,
24 Perry Avenue
Buzzards Bay, MA 02532

NAME: Joseph Fraher
ADDRESS: [Redacted]
DATE: 6/1/22
PRECINCT:
OCCUPATION: Retired
TELEPHONE #: [Redacted]
EMAIL: [Redacted]
BACKGROUND: 3 yrs offloading oil tankers in Boston; 3 yrs captain/rater

<table>
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VETERANS GRAVES OFFICER

OTHER (please list)
May 24, 2022

Board of Selectmen, Town of Bourne
Attention: Board Chair, Peter Meier
Town Hall
24 Perry Avenue
Bourne, MA 02532

RE: Resignation from the Zoning Board of Appeals

Dear Selectmen,

Please accept my resignation from the Zoning Board of Appeals. I have enjoyed serving on the ZBA for the last two years.

I am resigning due to my election to the Planning Board. I look forward to continuing my service to the community, in this new capacity.

Sincerely,

[Signature]

Pat Nemeth

Cc: Marlene McCollem, Town Administrator
    Barry Johnson, Town Clerk
    James Beyer, Chair Zoning Board of Appeals
    Ken Murphy, Building Inspector
May 26, 2022

Dear Mr. Cody:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Impact Area Groundwater Study Program responses to comments letter (RCL) dated May 18, 2022 issued in response to MassDEP comments on the document “Draft Technical Memorandum: J-1 Range Southern Additional Monitoring Well” (the Tech Memo) dated April 2022. The Tech Memo presents the proposed location of a new monitoring well along Checkerberry Lane in Sandwich to monitor the migration/attenuation of the uncaptured portion of the main lobe of the J-1 Range Southern groundwater plume.

MassDEP has no comments on the RCL or additional comments on the Tech Memo.

Please incorporate this letter into the Administrative Record for the J-1 Range Southern groundwater operable unit. If you have any questions regarding this matter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,

Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/eyJ

Ec: Upper Cape Boards of Selectmen
    Upper Cape Boards of Health
    JBCC Cleanup Team
    MassDEP Boston/Southeast Region
May 20, 2022

Impact Area Groundwater Study Program
ATTN: Mr. Shawn Cody, Program Manager
1807 West Outer Road
Camp Edwards, MA 02542

Dear Mr. Cody:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Army National Guard Impact Area Groundwater Study Program (IAGWSP) responses to comments letter (the RCL) dated May 13, 2022 issued for MassDEP comments on the document “Draft Technical Memorandum Discontinuation of Northwest Corner Perchlorate Groundwater Monitoring” (the Tech Memo) dated March 2022. The Tech Memo details the IAGWSP proposal for discontinuing groundwater monitoring for perchlorate at the Northwest Corner Operable Unit (NWC).

MassDEP has no comments on the RCL and no additional comments on the Tech Memo.

Please incorporate this letter into the Administrative Record for the Northwest Corner groundwater operable unit. If you have any questions regarding this matter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,

Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/jej
Ec: Upper Cape Boards of Selectmen
   Upper Cape Boards of Health
   JBCC Cleanup Team
   MassDEP Boston/Southeast Region
May 19, 2022

Impact Area Groundwater Study Program  
ATTN: Mr. Shawn Cody, Program Manager  
1807 West Outer Road  
Camp Edwards, MA 02542

Dear Mr. Cody:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the document “Draft L Range 2022 Environmental Monitoring Report” (the Report) dated May 2022. The Report presents the results of groundwater sampling data collected at the L Range between March 2021 and February 2022, and the groundwater modeling performed during the reporting period. MassDEP offers the following comments on the Report.

Page 1, Section 1.1, New Work Conducted During the Reporting Period: The text states “A single groundwater sample was collected from water table well MW-236S on 11 January 2022 for PFAS as part of the J-2 Range Northern Project Note dated December 2021. Results from this sample showed 2.3 ng/L of PFAS6 (MMCL= 20.0 ng/L) and 3.6 ng/L of PFOS + PFOA (EPA Lifetime HA= 70.0 ng/L).” MassDEP notes that PFAS sampling at MW-236S would likely have occurred as part of the J-3 Range PFAS investigation, not as part of the J-2 Range Northern PFAS investigation. Please clarify and revise the sampling date for MW-236S. Please also clarify that PFAS6, which includes PFOS and PFOA, were detected in MW-236S at a concentration of 2.3 ng/L, below the Massachusetts Maximum contaminant Level (MMCL). However, 3.6 ng/L of PFOS + PFOA is reported due to variances in the way MassDEP and EPA treat estimated “J” values when summing individual PFAS compounds.

Please incorporate this letter into the Administrative Record for the L Range groundwater operable unit. If you have any questions regarding this matter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,

P/ez

Ec: Upper Cape Boards of Selectmen  
Upper Cape Boards of Health  
JBCC Cleanup Team  
MassDEP Boston/Southeast Region

Leonard J. Pinaud, Chief  
Federal Site Management  
Bureau of Waste Site Cleanup
May 26, 2022

Dear Mr. Cody:


MassDEP has no comments on the RCL.

Please incorporate this letter into the Administrative Record for the Small Arms Ranges operable unit. If you have any questions regarding this letter, please contact me at (508) 946-2871.

Sincerely,

Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

Ec: Upper Cape Boards of Selectmen
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Boston/Southeast Region
May 31, 2022

Air Force Civil Engineer Center/JBCC
Attn: Rose Forbes
Remediation Program Manager
322 East Inner Road
Otis ANG Base, Massachusetts 02542

RE: BOURNE – BWSC
Release Tracking Number: 4-0000037
Joint Base Cape Cod (JBCC)
Draft Community Involvement Plan,
Comments

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has received the document “Draft Community Involvement Plan” dated April 2022 (the Draft CIP). The Community Involvement Plan details the types of public involvement activities that will take place to keep the community informed and involved in remedial activities of the Installation Restoration Program (IRP) at Joint Base Cape Cod. MassDEP offers the following comments on the Draft CIP.

**General Comments:**

1. A Community Involvement Plan (CIP) is a requirement of both state and federal environmental regulations. MassDEP appreciates the effort of the AFCEC to create this updated Draft CIP as the last CIP was developed over a decade ago (2010). A CIP is the document the public can view to understand the environmental remediation program and processes as well as to review the public involvement activities available to inform and involve the community in environmental cleanup decisions.

2. Please revise the Draft CIP to include sections on the status of source areas and the operation and monitoring of groundwater treatment systems including those with a specific focus on emerging contaminants (i.e., per- and polyfluoroalkyl substances (PFAS6), 1,4-Dioxane etc.).

3. The Draft CIP does not mention the Wampanoag Tribe nor the types of JBCC community involvement activities the Tribe may be involved in. Please revise the Draft CIP to include this information.
Page-specific Comments:

1. **Page iii, Points of Contact:**
   Please correct the email addresses for Len Pinaud and Ellie Donovan from ‘state.ma.us’ to ‘mass.gov’.

2. **Page 1-1, Section 1.0, The Superfund Process:**
   The text states “The program is guided by the Comprehensive and Environmental Response, Compensation, and Liability Act (CERCLA) of 1980.” Please revise to ‘The program is regulated by the Comprehensive and Environmental Response, Compensation, and Liability Act (CERCLA) of 1980 and the substantive requirements of the Massachusetts Contingency Plan (MCP).’

3. **Page 1-4, Section 1.0, The Superfund Process:**
   The text states “The MassDEP is not a signatory to the FFA.” Please revise to ‘The MassDEP is not a signatory to the FFA due to the Commonwealth position for the reservation of state’s rights.’ In addition, please revise the text to state that the CIPs have been negotiated with the U.S. EPA and with MassDEP to include both state and federal requirements.

4. **Page 2-1, Section 2.0, Current IRP and MMRP Status, IRP Source Areas:**
   The text states “Therefore, EPA agrees that it is acceptable to partially delist a surface site while a groundwater plume is undergoing cleanup.” Please revise to ‘Therefore, EPA agrees that it is acceptable to partially delist a source area site while a groundwater plume is undergoing cleanup.’

5. **Page 2-1, Section 2.0, Current IRP and MMRP Status, IRP Groundwater Plumes:**
   The text states “New plumes containing “emerging contaminants” are being investigated and response actions have been taken.” Please revise to ‘New plumes containing “emerging contaminants” are being investigated and response actions are being taken.’ In addition, please include a brief paragraph noting each groundwater plume that is currently being addressed by the AFCEC IRP at JBCC.

6. **Page 2-1, Section 2.0, Current IRP and MMRP Status, MMRP:**
   Please revise “MMRP” to ‘Military Munitions Response Program’ in the header for the paragraph. In addition, please provide a brief paragraph for each of the seven MMRP sites in various stages of investigation and remediation.

7. **Page 2-2, Section 2.0, Current IRP and MMRP Status, last paragraph:**
   The text states “For the most recent summary/status of plumes, source areas, monitoring, and decisions, please refer to the 2018 Final 3rd Five-Year Review 2012-2017 and other documents found at our webpage: https://www.massnationalguard.org/JBCC/afcec.html. Decision-making and other documents on the IRP/MMRP can be found at the AFCEC administrative Record: https://ar.afcec-cloud.af.mil/”. The Draft CIP should provide information on recent remediation and cleanup status of groundwater plumes, source areas, monitoring and remediation decisions rather than referring readers to other lengthy documents that may be difficult to locate and to comprehend.

8. **Page 4-1, Section 4.0, Current Community Involvement Activities:**
   Please revise the text to include Remedial Investigations, Feasibility Studies and other remedial documents that require a public involvement comment period as identified in the JBCC specific Community Involvement Matrix presented in the 2010 CIP Addendum.
9. **Page 7-1, Section 7.0, Other JBCC Community Advisory Groups, Military-Civilian Advisory Council (MCCC):**
   Please revise the text to provide a contact for more information on the MCCC.

10. **Page 7-1, Section 7.0, Other JBCC Community Advisory Groups, Environmental Management Commission (EMC):**
    Please revise the text to include ‘For more information on the EMC, please contact the EMC office, Building 3468, Beaman Street, Camp Edwards, MA 02542, 339-202-9487 or at https://www.mass.gov/info-details/environmental-management-commission-emc’.

11. **Page 8-1, Section 8.0, Lessons Learned by the Public Information Team (PIT):**
    Please revise the section to be an Appendix to this CIP and to include an introductory paragraph stating that although the information was developed years ago, many suggestions from the community continue to be applicable to the current IRP.

12. **Pages 14-1 and 14-2, Community Involvement Activities Matrix:**
    Please revise to identify this matrix as being customized for JBCC to be inclusive of both state and federal community involvement requirements. Please be advised that any changes to the matrix must be discussed with the U.S. EPA and MassDEP to ensure consistency and compliance.

Please incorporate this letter into the Administrative Record for the Installation Restoration Program Community Involvement Program. If you have any questions regarding this matter, please contact me at (508) 946-2871 or Ellie Donovan at (508) 946-2866.

Sincerely,

Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/ed

Ec: Upper Cape Boards of Selectmen
    Upper Cape Boards of Health
    JBCC Cleanup Team
    MassDEP Boston/Southeast Region
On the Town Facebook mentions repainting of all road lines. I was hoping you would consider adding a crosswalk to Academy Drive. From the marina across to the canal side close to and parallel to the R.R. tracks.

On the marina side there is a paved walkway that meets the sidewalk. This is where a lot of foot traffic crosses to the start of the sidewalk on the canal side.

Congratulations on your reallocation if you want to meet or discuss it.

Peter Guasso

This would be great, thank you.