Board of Selectmen
Meeting Notice
AGENDA

Date
July 8, 2022

Time
12:00 PM

Location
Zoom

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: 893 2200 7759 Password: 605068

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.

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

12:00 PM Call Public Session to Order in Open Session

1. Appointments and Licenses
   a. Discussion and possible vote to appoint Mitchell K. Eldridge as a Community Service Officer.
   b. To possibly rescind the appointment of Peter Meier to the CCRTA and consideration and vote of
      George Slade to the CCRTA for a 1 year term.

2. Selectmen’s Business
   a. Discussion and possible vote to approve request of Bourne Community Boating to hold picnics
      at Monument Beach on 7/26 and 8/9.
   b. Introduction of Elise Zarcaro, Human Resources Director, and Robert Przewozny, Information
      Technology Director.

3. Adjourn
Board of Selectmen
Minutes of Friday, July 8, 2022
Zoom Remote

Town Administrator Marlene McCollm

Board of Selectmen
Peter Meier, Chair
Jared MacDonald, Vice Chair
Melissa Ferretti, Clerk
Mary Jane Mastrangelo
Judith Froman - excused

Others: Robert Przewozeny, IT Director; Elise Zarcaro, Human Resources Director, Carina Way (12:09 P.M.); Maria Simone, minutes.

12:01 PM Call Public Session to Order in Open Session

1a. Discussion and possible vote to appoint Mitchell K. Eldridge as a Community Service Officer.

Marlene McCollm states that information is provided in the packet and she recommends the appointment. Peter Meier asks if there are any questions. No one has a question and Peter Meier asks for someone to make a motion.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded to appoint Mitchell K. Eldridge as a Community Service Officer.

Vote: 4-0-0

1b. Discussion to rescind the appointment of Peter Meier to the CCRTA and consideration and vote of George Slade to the CCRTA for a 1 year term.

Peter Meier states that there was confusion over the appointment. It was believed that only an active Board of Selectmen member or a Town Administrator could be on the board. Peter Meier asks if it is possible to rescind his appointment and reappoint George Slade. George Slade mentions he looks forward to serving another term. Mary Jane Mastrangelo asks George Slade to provide periodical updates since he is no longer on the Board to provide them weekly at meetings. George Slade will give reports to the Board quarterly.

Voted: Jared MacDonald makes the motion as stated to rescind Peter Meier and appoint George Slade to the CCRTA for a 1 year term, Mary Jane Mastrangelo seconds.

Vote: 4-0-0

2a. Discussion and possible vote to approve request of Bourne Community Boating to hold picnics at Monument Beach on 7/26 and 8/9.
At 12:09 P.M. Carina Way from the Bourne Community Boating joins the Zoom meeting. She explains that they want to have picnics for members of the Boating community to allow them to get together socially. She will be seeking donations from local businesses for food as well as letting people bring dishes. Peter Meier asks Marlene McCollem if she has anything to add. Marlene McCollem says everything is in order.

**Voted:** Mary Jane Mastrangelo motions and Jared MacDonald seconds

**Vote:** 4-0-0

2a. **Introduction of Elise Zarcaro, Human Resources Director, and Robert Przewozeny, Information Technology Director.**

Town Administrator Marlene McCollem introduces the newest additions to the Town of Bourne staff. She is very excited to have them as part of the team and gives the floor to Elisa Zarcaro. Elisa Zarcaro introduces herself and states she started on Tuesday and things are going well. She gives her work background and states she is excited to work on all of the many projects. The Board welcomes her and are excited to have Human Resources back on staff. Robert Przewozeny introduces himself. He then gives his work background and is looking forward to getting to meet everyone. He says it has been a fun two weeks learning everything and he is looking forward to making recommendations to improve our systems. Peter Meier welcomes him to the Town and they look forward to seeing both Elisa Zarcaro and Robert Przewozeny for a long time. Marlene McCollem adds how thrilled she is to have them here.

3. **Adjourn**

**Voted:** Jared MacDonald motions to adjourn. Melissa Ferretti seconds.

**Vote:** 4-0-0

This meeting of the Bourne Board of Selectmen was adjourned at 12:30 P.M

Respectfully Submitted,

Maria Simone, Administration
Mitchell K. Eldridge

**Position:**
Community Service Officer

**Education:**
Graduated Bourne High School, Class of 2015;
Attended Becker College beginning in 2017 before transferring to Assumption University,
Graduating with a Bachelors of Art in Business Management in 2021.

**History:**

Mitchell is 25 years old and currently resides in the Town of Bourne. He is the oldest of two children. Mitchell participated in multiple sports growing up but hockey was his sport in high school. Mitchell served as the Captain during his senior year in Bourne. During his high school sports career he was awarded the South Coast Conference Sportsmanship Award and the MIAA Community Service Award.

Mitchell most recently worked at White Cliffs Country Club in Plymouth, MA. He is currently seeking a career in law enforcement and volunteered for the position of Community Service Officer so that he could be involved with the community and continue his journey in the law enforcement field. Mitchell has received a conditional offer of employment with the Bourne Police Department to be a full-time police officer.
Community Service Officers

Date of Issue: 03/23/2021
Review Date: 06/29/2021
Revised: 06/29/2021
Issuing Authority: Director Paul J. Shastany

Certification Standards:
Accreditation Standards: 22.2.5, 61.3.4a-e
Optional Accreditation Standards:

Policy Statement 61.3.4 a

Community Service Officers are part-time employees of the Town of Bourne. Their primary responsibility is to issue parking violations and direct motor vehicle and pedestrian traffic within town. Community Service Officers have no arrest powers or authority to issue motor vehicle citations.

Community Service Officers’ only enforcement authority is the issuance of the Town of Bourne’s Parking Violations. Community Service Officers may be assigned to control pedestrian and vehicular traffic at fixed posts determined to be necessary by the Police Department’s Chief or Commanding Officer. [61.3.4 a]

It shall be the policy of the Bourne Police Department to ensure that all Community Service Officers be compliant with all provisions of the laws, ordinances, and court decisions consistent with Motor Vehicle laws, Manual on Uniform Traffic Control Devices and accepted police procedures.

References
Massachusetts G.L. c. 41 §§ 91A & B.
Massachusetts G.L. c. 90 §§ 90
Massachusetts 701 CMR 7.00
Manual on Uniform Traffic Control Devices

Objective
- To clearly define that Community Service Officers do not have the status of sworn law enforcement officers or regular constables.
- To describe the duties of Community Service Officers.
- To ensure that Community Service Officers are trained in the duties which they are expected to perform.
To ensure that uniforms of Community Service Officers are clearly distinguishable from those of sworn police officers.

A. Community Service Officers are not sworn police officers and have absolutely no authority to effect seizures, serve warrants and other process, or make arrests. Community Service Officers are only authorized to issue Town of Bourne Parking Violations and direct motor vehicle and pedestrian traffic within the town.

B. Community Service Officers are appointed and sworn in as Constables, pursuant to G.L. c. 41 § 91A by the Board of Selectmen with approval of the Town Administrator, upon recommendation by the Chief of Police.

C. The power of Community Service Officers to direct motor vehicle and pedestrian traffic is strictly limited. Community Service Officers are authorized to direct, control, and regulate vehicular traffic. Such power shall only be exercised when in uniform, and only while performing an official assignment given by the Police Department.

D. Community Service Officers shall be certified by Mass-Highway, or a Mass-Highway approved organization, to perform traffic control services on Public Roads.

E. Community Service Officers shall obey, without reservation, the regulations of the department and all lawful commands of police officers.

F. Community Service Officers are used, at the sole discretion of the Chief of Police, to direct traffic and facilitate the smooth flow of vehicular and pedestrian traffic.

G. Upon request, Community Service Officers shall support, aid, and assist police officers in the lawful performance of their duties.

H. Community Service Officers shall, by May 1 of each year, provide the Administrative Lieutenant a letter signed by a registered physician stating the Community Service Officer is capable of performing the duties of a Community Service Officer as described in this policy.

COMMANDING OFFICER - Officer(s) designated by the Chief of Police to be the Officer in Charge of Field Operations at the time.

COMMUNITY SERVICE OFFICERS – Those Community Service Officers so appointed by the Bourne Board of Selectmen for a period of three years.
Eligibility

61.3.4 b

Any town resident 19 years old and over, shall be eligible to apply for a position as a Community Service Officer. Physical fitness shall be determined, when necessary, by examination by a licensed physician designated by the Chief of Police at the Town’s expense. [61.3.4.b]

The physical standards shall be established by the Chief. Applications shall be submitted to the Chief of Police.

Appointment

The Chief of Police shall make recommendations to the Town Administrator and the Town Administrator to the Board of Selectmen who will make appointments to the position of Community Service Officer. Community Service Officers will be “at will” employees and may be terminated/separated for cause, resignation, or retirement.

All Community Service Officers are required to attend an annual organizational meeting prior to the start of each summer season and will be given notice at least one week prior to the scheduled meeting date.

When a change in the summer assignment requires the extension of coverage time, the Community Service Officer assigned to that post will be responsible to accommodate the change. Every reasonable effort will be made to accommodate the Community Service Officer if necessary, providing it does not interfere with the effective operation of the department. Such determination is final and binding and is not subject to the grievance procedure.

Locations

61.3.4 d e

Community Service Officers will be assigned to Beaches, Boat Ramps and Parking areas based upon determination by the Chief’s designee, (Commanding Officer). The Commanding Officer will use such factors to include but not limited to, volume and numbers of vehicles parking in and around Beaches, Boat Ramps and Parking areas, location visibility, and site accident history. The Chief of Police or designee, and the Department of Natural Resources, may review the parking sites annually to determine if a Community Service Officer is needed near or at any of the Beaches, Boat Ramps and Parking areas. [61.3.4 d e]

Duties

61.3.4 a

A Community Service Officer’s primary responsibility is to prevent parking congestion in and around the Town’s Beaches, Boat Ramps and Parking areas. The secondary responsibility is to facilitate the safe crossing of pedestrians while crossing streets while walking to and from Beaches, Boat Ramps and parking areas within town. Community Service Officers shall make sure that all vehicular traffic has stopped before allowing pedestrians to cross. Community Service Officers will, by means of clear hand signals, direct motor vehicles to facilitate safe exits and entrance to Beaches, Boat Ramps and Parking Areas. [61.3.4 a]
Community Service Officers will arrive at their locations at the assigned starting times (per Commanding Officer). The start/finish times shall be subject to change at the direction of the Commanding Officer and will be based upon conditions at individual locations.

Community Service Officers will use clear hand signals, to provide safe passage for pedestrians and vehicles in traffic. Community Service Officers shall use gaps in traffic, as may be available and stop traffic in a safe manner when necessary. Community Service Officers shall delay crossing pedestrians until they have a safe opportunity to cross them.

Community Service Officers will issue Parking Violations to any vehicle found parked in a manner that violates the Town’s Traffic Rules and Orders. The Parking Violation shall clearly indicate the date and time of the violation, vehicle description and registration number, location of the violation, the violation(s) observed, total fine assessed, the Community Service Officers ID number and their signature. The Community Service Officer shall enter all Parking Violations issued during their assignment into the Department’s Record Management System prior to the end of their Tour of Duty. Once entered into the Record Management System, the original copies of all parking violations shall be submitted to the Record’s Department for processing. Any Parking Violations issued in error shall be submitted to the Commanding Officer along with the Voided Parking Violation form and all original copies of the violation.

Community Service Officers that observe a parking violation that creates an immediate safety concern or imminent road hazard will notify dispatch for a police officer to respond and evaluate.

Community Service Officers shall carefully document the description and registration number of all vehicles: violating their signals, committing moving violations hazardous to pedestrians under their charge, violating regulations regarding failure to stop for a Constable MGL Ch. 90 sec. 29., school buses or motor vehicle accidents observed by them. They will make full reports as to times, dates, details, and identifying information immediately to dispatch.

No Community Service Officer will wear their Community Service Officer clothing other than for the performance of his/her assigned duties. No Community Service Officers will smoke on duty, nor drink any alcoholic beverage before going on duty or while on duty.

A Community Service Officer who is unable to perform his/her assigned duty, for any reason, is required to call the Commanding
Officer/Police Department at least one hour before the hour in which he/she is due to report to his/her post/assignment to allow proper replacement coverage to be arranged. The Community Service Officer will be expected to give reason(s) why he/she is unable to perform his/her assigned duty. Failure of Community Service Officer to abide by the Rules and Regulations herein described may result in disciplinary action to include dismissal.

The Chief of Police, for the benefit of the Town and the Community Service Officers, has drawn up these Rules and Regulations. They are based on present needs. If specific issues that arise regarding duties and performance, appropriate action may be taken.

Training, Knowledge, and Skills

A. The Board of Selectmen have the ultimate authority in appointing Community Service Officers.
B. At minimum, Community Service Officers shall complete such annual in-service training as is required by the Chief of Police.
C. Knowledge of hand traffic signals, cone/traffic patterns and manual operation of traffic signals is required. (MUTCD)
D. Knowledge of the Town’s geography, streets, and businesses is required.
E. Ability to operate a motor vehicle within the Commonwealth of Massachusetts, including possession of a valid Massachusetts Class D Driver’s license and knowledge of how to operate a passenger vehicle is required.
F. Ability to effectively communicate, both written and oral, with the public.
G. Certified and trained in the administration of CPR, AED, Naloxone, tourniquet application, and First Aid.
H. Trained and proficient in the usage of all issued equipment.

Uniforms

Each Community Service Officer shall appear on his/her post in the authorized attire and with authorized issued equipment. The authorized attire/equipment shall consist of:

- High visibility traffic vest-must meet the ANSI/ISEA 107-2004 standard.
- High visibility traffic jacket-must meet the ANSI/ISEA 107-2004 standard.
- High visibility traffic gloves.
- Traffic hat.
- Duty pants/shorts.
- Black sneakers and black socks.
- Whistle.
- Town of Bourne Parking Violation Book(s) sufficient for the assigned shift.
- Flashlight, if working during low-light periods.
Uniforms (continued)

- Fully charged police portable radio.
- Pen and pocket notebook.

**Note:** The high-visibility traffic vest or jacket must be zippered while being worn at all times when performing Traffic Direction duties. Attire and equipment must be maintained in clean/neat, good working order. If the Community Service Officer becomes aware of non-functioning, damaged, lost, or stolen equipment, he/she shall report it immediately to his/her commanding officer.
Can you please include this in the packet for Friday's meeting?

Good morning all:

I am requesting that I be considered for re-appointment as Bourne’s representative to the Cape Cod Regional Transit Authority advisory board. Presently I serve as the board’s Vice Chair, as well as member on the Executive Committee and the Finance Subcommittee.

In addition I served the CCRTA as its Finance Director from 2009 through 2014.

Respectfully,

George Slade
EA-22-11
Use of Town Property Event Application

**Status:** Active

**Date Created:** Jun 30, 2022

**Applicant**
Carina Way
carina@bournecommunityboating.org

**Primary Contact Information**

**Name**
Carina Way

**Business/Organization Name (if applicable)**
Bourne Community Boating

**Mailing Address**
P.O. Box 3157 49 Sandwich road Buzzards bay MA 02532

**Cell Phone No.**

**Email**
carina@bournecommunityboating.org

**Event Information**

**Organization/Individual Hosting the event**
Bourne Community Boating

**Type of Organization (LLC, non-profit)**
Non-profit

**Type of Event (i.e. banquet/concert/fundraiser/party)**
Picnic

**Location of Event**
Other

**Other**
Monument Beach

**Date(s) of Event**
07/26/22, 08/09/22

**Set up/Clean up Dates**
Day of
Hours (start and end times)
5:30 pm until 7 pm

Total Attendance Expected
20

Description of Event
A community potluck style picnic at monument beach for the public and Bourne Community Boating community.

Is event open to the public?
Yes

Will there be alcohol service/ on-premise consumption?
No

Alcoholic beverages are not permitted on Town property without a license issued by the Board of Selectmen. A separate application and fee is required.

Will there be food?
Yes

Describe type of food
Cold cut sandwiches, chips, salad, fruit.

Will a tent be used?
No

Use of Electricity/generators?
No

Will you require portable toilets?
No

Portable toilets are the responsibility of event organizer.

Rules & Regulations
By checking this box, I have read and agree to Town of Bourne's rules & regulations
✔

Hold Harmless Agreement

Signature
Carina Helen Way
06/30/2022

Signature
Carina Helen Way
06/30/2022
### CERTIFICATE OF LIABILITY INSURANCE

**BOURCOM-01**

**DHERERA**

**DATE (MM/DD/YYYY)**: 5/26/2022

**PRODUCER**

Gowrie Group  
70 Essex Road  
Westbrook, CT 06498

**INSURED**

Bourne Community Boating  
PO Box 3157  
Bourne, MA 02532

**INSURER(S) AFFORDING COVERAGE**

INSURER A: Federal Insurance Company  
20281

**COVERAGES**

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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

ACORD 101, Additional Remarks Schedule, may be attached if more space is required.

1 million sublimit under umbrella for Abuse and Molestation.

The Town of Bourne, its officers, agents and employees are listed as Additional Insured for General Liability per contract and/or agreement.

**CERTIFICATE HOLDER**

Town of Bourne  
c/o Town Administrator  
Town Hall 24 Perry Av.  
Buzzards Bay, MA 02532

**AUTHORIZED REPRESENTATIVE**

[Signature]

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EA-22-11
Use of Town Property Event Application

**Status:** Active

**Date Created:** Jun 30, 2022

**Signature**
Carina Helen Way
06/30/2022

### Timeline

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<th>Label</th>
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Health Agent Comments
Use of Town Property Event Application

Status: Complete  
Became Active: 07/01/2022
Assignee: Kaitlyn Shea  
Completed: 07/05/2022

Applicant
Carina Way 
carina@bournecommunityboating.org

Comments
Kaitlyn Shea, Jul 5, 2022 at 8:37am
Event approved -- It is important to note that under the law, participants at the event must be informed that neither the food nor the facilities have been inspected by the state or by a local public health agency for the event to qualify as a "potluck event" and be exempt from regulation DPH or by any LBOH.

I have sent you an email with additional information. Thank you.
DNR Comments
Use of Town Property Event Application

**Status:** Complete
**Assignee:** Christopher Southwood

**Became Active:** 07/01/2022
**Completed:** 07/06/2022

**Applicant**
Carina Way
carina@bournecommunityboating.org

**Comments**
Christopher Southwood, Jul 6, 2022 at 11:19am
Beach parking permits are required for the Monument Beach Marina parking lot