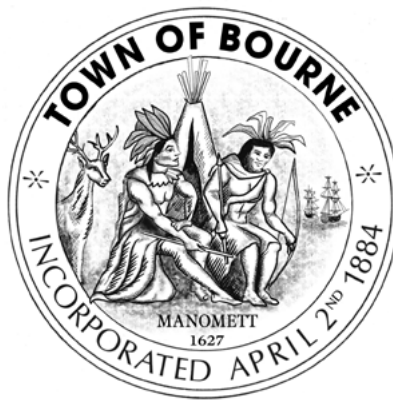


**ARTICLES OF THE WARRANT
FOR THE BOURNE
ANNUAL AND SPECIAL
TOWN MEETING
MONDAY, MAY 4, 2015
7:00 P.M.
BOURNE HIGH SCHOOL AUDITORIUM**



A VOTER'S HANDBOOK

***PLEASE BRING THIS HANDBOOK TO EACH SESSION OF TOWN
MEETING***

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2015
Annual Town Meeting

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2. Elected Officials Salaries
3. Regular Annual Expenses
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3. National Marine Life Center – Environmental Assessments
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Town of Bourne

Finance Committee Report

for the

Annual Town Meeting

May 4, 2015

7:00 P.M. at the Bourne High School

Finance Committee Members

Mary Jane Mastrangelo, Chair
Michele W. Ford, Co-Vice Chair
John Redman, Co-Vice Chair

Judy Conron
Christine Crane
Rich Lavoie
Kathleen Legacy
Brian Lemée

C. Jeffrey Perry
Bill Scotti
George Slade
Dr. William Towne

Introduction

It is the Finance Committee's primary responsibility to advise Town Meeting on warrant articles and to give a report stating an opinion of agreement or concern regarding the proposed budgets, which include operating budgets and capital outlay. Secondly, Finance Committees often comment on issues surrounding the budget, and this year is no exception.

This was the sixth year in a row that the Finance Committee met jointly with the Board of Selectmen to review and discuss the merits and impact of the proposed operating and capital budgets. The Town Administrator, Finance Director and department heads appeared before the joint meetings to discuss their budgets. The Finance Committee and Board of Selectmen decided to meet jointly so we could look at the budget and together understand the issues that arise from the fiscal choices we make. The Finance Committee independently determined its support or opposition to any or all parts of the budget. We have met with groups, individuals, and committees that are either sponsors of articles or whose activities have a financial impact on the Town.

In addition, this year the Finance Project Working Group (FPWG) was established consisting of two members of the Board of Selectmen, two members of the School Committee and three members of the Finance Committee. The FPWG met throughout the year to have in-depth discussions around Town finances, policies and long term projections.

This report is intended to give voters a summary of the overall financial condition of the Town with comments on what we see as the fiscal issues facing us today as well as in the future. It includes the following financial data: Sources and Uses, Free Cash Analysis, FY16 Capital Plan, and a Long Term Financial Plan.

Overview of FY16 Budget

This is the fiscal year the Finance Committee has been warning the town to expect. The pressures to maintain service levels and a low tax rate have met the realities of increased costs and modest revenue increases.

The main issue is that the Town is not in control of certain expenses that are continually going up and is also not in control of revenues that don't keep up with expenses. In addition to a trend of expenses exceeding revenues, several recent budget impacts have contributed to the current financial situation of the Town:

- In the last two winters Snow and Ice Deficits have totaled \$923,000.
- Increased group health insurance costs have caused a \$350,000 deficit in FY15 that will be covered at the STM and the FY16 group health insurance is an increase of \$820,000 over the FY15 appropriation.
- Over the last two years the Upper Cape Tech Assessment to the Town of Bourne has increased \$1,132,251.

- A new requirement that the Town account for future OPEB expenses on the balance sheet has increased the amount that needs to be set aside each year for this future liability. At the STM last fall the town set aside \$200,000 for this purpose.

Revenues: FY16 Projected General Fund Revenue is \$60,863,705 which is a 3.60% increase over FY15.

Expenditures: The projected total General Fund Expenditures for FY16 are \$62,729,550 which is a 3.32% increase over the FY15 appropriated at Town Meeting last year. The FY16 proposed budget includes reductions in expenses and elimination of some personnel and the Town is not able to fund the same level of service as we provided in last year's budget.

Free Cash: The proposed FY16 General Fund Expenses exceed Revenues by \$1,865,845 and the Town will use \$1,865,845 of Free Cash to balance the budget.

Free Cash Financial Policy: Free Cash is the unrestricted general fund balance of the Town. The Town's Financial Policy is to maintain a Certified Free Cash Balance at the beginning of each year at 5% the General Fund Operating Budget. The General Fund Operating Budget (GFOB) is defined as the operating budgets of the Town, Schools, Shared Costs and Debt Service. It does not include General Articles, Off – Budget Expenditures, Capital or Enterprise Funds. The proposed General Fund Operating Budget for FY16 is \$57,674.833. This year, in order to be within financial policy guidelines the Free Cash Balance should be certified at \$2,894,800 as of July 1, 2015.

Free Cash Analysis

The Town began the fiscal year with Free Cash balance that was certified at \$4,897,346 as of 7/1/14 which was 8.8% of the FY15 GFOB. Since that time the Town has faced the necessity of using \$373,901.97 of Free Cash for operations and liabilities and \$28,000 has been spent for capital. Currently Free Cash is \$4,495,445 and equals 7.8% of the proposed FY16 GFOB.

Based on the proposed expenditure of \$3,390,645 of Free Cash at this Town Meeting to cover FY15 budget deficits and the proposed FY16 budget, the remaining Free Cash balance will be \$1,104,800.

At the end of each Fiscal year any appropriated funds that have not been spent are turned back to the general fund and certified as free cash. In addition, at the end of the year projected revenues are reconciled with actual revenues. Any increases in revenue also go into the general fund to be certified as Free Cash. In order to remain within our financial policy \$1,800,000 of turn-backs and additional revenues will need to go into the General Fund at the end of this year. At this time it is estimated that only \$900,000 - \$1,000,000 will be going to Free Cash which will leave Free Cash below our Financial Policy going into FY16.

	FREE CASH ANALYSIS FY2015	Free Cash Expensed & Proposed FY15 & FY16	Free Cash Balance	FY15 % of GFOB	FY16 % of GFOB
	CERTIFIED FREE CASH BALANCE 7/1/2014		\$4,897,346	8.8%	8.5%
10/27/14 STM	OPEB	(\$200,000)	\$4,697,346	8.5%	8.1%
10/27/14 STM	Accrued Compensated Absences	(\$100,000)	\$4,597,346	8.3%	8.0%
10/27/14 STM	Unpaid Bills	(\$287)	\$4,597,059	8.3%	8.0%
10/27/14 STM	Capital - Cardiac Compressors	(\$28,000)	\$4,569,059	8.3%	7.9%
1/26/15 STM	Unpaid Bills	(\$614)	\$4,568,445	8.3%	7.9%
1/26/15 STM	Wastewater Advisory	(\$3,000)	\$4,565,445	8.2%	7.9%
1/26/15 STM	Reserve Fund	(\$70,000)	\$4,495,445	8.1%	7.8%
5/4/15 ATM	Proposed for FY16 Operating Budget	(\$1,792,345)	\$2,703,100	4.9%	4.7%
5/4/15 ATM	Proposed for FY16 Capital Direct Expenditure	(\$369,800)	\$2,333,300	4.2%	4.0%
5/4/15 ATM	2016 ATM Warrant Articles	(\$73,500)	\$2,259,800	4.1%	3.9%
5/4/15 STM	STM Article for FY15 deficits (Group Health and Snow and Ice)	(\$865,000)	\$1,394,800	2.5%	2.4%
5/4/15 STM	STM Article for Contractual Obligation	(290,000)	\$1,104,800	2.0%	1.9%
	Total	(\$3,502,546)			
7/1/2015	Required Turn back, inflow to be within Certified FC policy	\$1,800,000	\$2,904,800	5.2%	5.0%

Why is an Override Needed?

Over the last 10 years the expenditures of the Town have exceeded the revenues. During this time the difference has increased each year. The Town has used Free Cash from the general Override that passed in the Fall of 2005 and the target override for Public Safety that passed in the Spring of 2008 to cover the gap and balance the budget.

The problem this year is that the use of Free Cash in the proposed FY16 budget and to cover deficits in the FY15 budget will leave no Free Cash available to fill the gap between revenues and expenses in future budgets and no available Free Cash to cover additional expenses or deficits that occur in FY16.

There are two choices for the voters of the Town.

- 1) Reduce expenses by \$2 – 3 Million to balance the budget
- 2) Pass an override of \$2 – 3 Million to increase revenue to balance the budget.

After reviewing various options for reducing the budget or having an override, the Finance Committee recommends the Town request an Override in the Fall of 2015. If the Override does not pass, immediate reductions to the FY16 budget should be made in the Fall.

Further information and more detail on the amount of the override and what reductions would be made if the Override does not pass will be made at the Special Town Meeting in the Fall.

Why not reduce the budget more now?

The proposed budget includes many reductions including the elimination of four positions on the Town side: the Human Resource Director, the Community Building Director, a DPW mechanic, and a position in the Assessor's department. There is also a reduction in the hours of an IT support position and expense reductions in many departments. The Bourne School budget also includes reductions in personnel and expenses. Further reductions would have an impact on services and mean the loss of valuable personnel. Before further reductions are made the voters will be given the opportunity to decide whether to increase taxes or reduce services.

Fiscal 2016 Budget

Sources and Uses of Funds

Included in your Voter Handbook is a report titled Fiscal 2016 Sources and Uses of Funds. This report summarizes the monies that go into and out of our government and is developed by our Finance Director and Town Administrator. More detail regarding the individual departmental budgets can be found in the FY16 Operating Budget in your Voters Handbook.

Revenues

The FY16 Sources and Uses of Funds show that the total general fund revenues to support FY16 expenditures are \$60,863,705 which is a 3.60% increase over FY15. Revenue sources include the Tax Levy, State Aid, Local Receipts, Other Sources (ISWM and Sewer), and Special Revenues (Ambulance Fees, other revenues).

Tax Levy

The Town has raised the levy limit by 2 ½% as allowed by Massachusetts state law. In addition to property taxes, the tax levy revenue includes new growth, debt exclusions and revenue from the Cape Cod commission tax. The following table provides a history of our tax levy history:

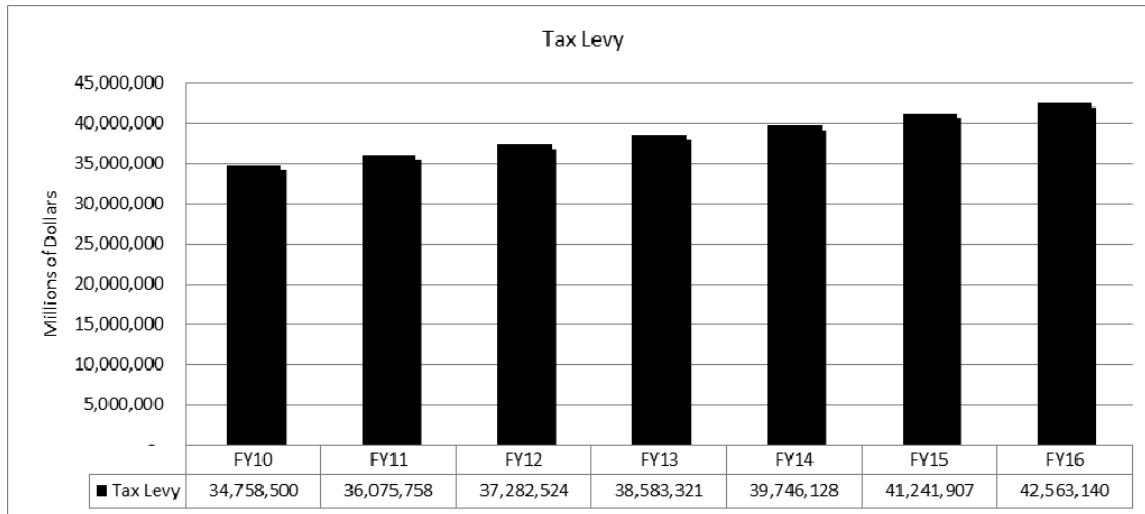


Figure 1 - History of Tax Levy in Bourne

State Aid

State aid has declined steadily since the high point in 2008. We are now receiving less state aid than in FY06, the year we passed a Proposition 2 ½ override. In addition, assessments which reduce the amount of state aid that is actually received by the Town have increased. While Chapter 70 aid is budgeted to be level, net Chapter 70 aid received by the Town for FY16 is down \$101,277.

Local Receipts

This year Local receipts are up \$802,000 compared to the prior year. This increase is due primarily to two reasons:

First, \$200,000 additional revenue is expected from the Local Option Meals tax. Last year the Local Option Meals tax was adopted by Town Meeting with a projected income for FY15 of \$150,000. This year the Local Option Meals tax is expected to bring \$350,000 of revenue to the Town.

Second, a new revenue source to the Town is Energy Credits which will provide \$600,000 of new revenue to the Town. The town has contracted with a solar energy provider. All electricity used by the Town is now sourced through the solar provider. Electricity expenditures are now listed in a Shared Costs category called “Public Utilities.” The Energy Credits revenue will offset the electricity expenses and provide a net savings to the Town of approximately \$254,000.

For budgeting purposes other local receipts are expected to remain level.

Other Revenue Sources

We have maintained the ISWM Host Community Fee by \$600,000, reflecting an expectation that business will continue to be profitable.

Special Revenue Sources

PL874 is the impact aid we receive from the Federal government to reimburse us for educating children whose families live on the Massachusetts Military Reservation and do not pay local property taxes. There is no way to accurately project the amount of these funds, as the program is subject to Congressional appropriation, but based on amounts received this year the Town is increasing PF874 by \$90,000 over FY15.

In order to balance the budget in FY15 additional funding from Waterways Fund was used. This year the amount from the Waterways fund for the operating budget has been reduced to keep that fund intact for Capital expenditures.

Ambulance Fees of approximately \$1M will be used to offset the budget.

Funds from CPA Fund will be used to offset CPA Debt service.

Free Cash

Free Cash is not a revenue source, but is an unrestricted fund that the Town has used in recent years to balance the budget. In FY16 \$1,865,845 of Free Cash is being used to cover the deficit between operating revenues and operating expenses.

Operating Expenses

Overall, the general fund operating expenses are \$57,674,883 not including state assessments, deficits, capital expenditures or our ISWM and Sewer Enterprise operations which is a 4.20% increase over FY15.

The FY16 budget maintains some operations, reduces others, and does not expand services. Departmental requests and expense accounts were kept at bare minimum levels or reduced. The Finance Committee recognizes the need for such a frugal budget. We recommend the Town begin the planning and discussion in preparation for an Override ballot request in the Fall of 2016.

Town Departments

With electricity costs taken out of the Town department budgets the total Town Department expenditures are down 1.46%. If electricity costs were included in these budgets the budget increase for Town Departments would be level funded.

Education

The Bourne School Department's budget with electricity costs taken out is a decrease of .05% from FY15. If electricity costs were included in the budget, the budget increase for the Bourne School Department would be a 2.4% increase. The schools are the single largest department in town. The Bourne School budget meets the minimum requirements for Foundation Budget and Net School Spending set by the State.

The Upper Cape Cod Regional Technical School's budget of \$12,961,736 is \$593,930 higher than last year which is a 4.42% budget increase. The assessment to Bourne is \$3,247,485 which is \$373,599 higher than the FY15 assessment and represents a 12.59% increase over last year. Of the 722 students attending UCT there are 211 students from Bourne. The assessment formula includes several factors including the number of Bourne students at Upper Cape Tech, the total number of students in the Town of Bourne, property values, per capita income and state aid.

Our educational system is by many standards underfunded. We are challenged by our moral responsibility to provide a standard of education that provides our students the opportunity to compete in an ever more complex world market. Overall our school-age population is declining, while the unfunded state and federal mandates continue. The challenges posed by the demands to provide a high-quality education, meet performance expectations as measured by mandated test scores, keep pace with the changing demographics of our school age population, and do it all cost-effectively, are complex.

Shared Costs

Public Utilities - Electricity

The Sources and Uses Shared Costs category has a new expense this year due to the solar energy contract. In FY15 the total line items for Electricity in the budget for Town Departments and the Bourne Schools was \$786,000. With the Sun Energy supplier cost of \$353,400 added to last year's costs, the total cost of electricity has increased to \$1,140,000. However, these costs are offset by \$600,000 Energy Credit Revenue for a net savings to the Town of about \$254,000.

Group Health Insurance

The cost of Group Health Insurance continues to be a challenge and Group Health insurance is up \$820,000 or 8.9 % over FY15. However, our self-insured insurance costs continue to be more favorable than the health insurance costs in many of our surrounding communities. The Town Administrator and Treasurer monitor the monthly expenditures, trust fund balances, and compare costs of our insurance plan with other available plans.

The Group Health insurance line item includes the cost of group health insurance for Active teachers and town employees as well as retired town employees. The cost of health insurance for retired teachers is an assessment on the Cherry Sheet that reduces state aid received by the Town.

Other than Pension Post-Employment Benefits (OPEB) is a liability that the Town needs to fund on an annual basis in order to provide for the future health insurance costs for retired employees. At the STM in the fall \$200,000 was set aside for this purpose bringing the total amount of funding set aside for OPEB to \$578,631. This year the Board of Selectmen approved a Trust Fund document for the management of this Trust fund.

Reserves and Fiscal Policy

Our fiscal policy is well documented and has guided the Town for several years. We can no longer depend on large turn-backs from departmental budgets to augment our reserves, as we have budgeted expenses closely. While we have reserves at the Town's policy level, and the

numbers seem quite large, it bears reminding that we could spend down all our reserves in 2-3 years time if we used them to cover the cost of a full complement of services. The use of reserves this year to cover budgets and deficits is a good example of the need for adequate reserves. The Town's reserves help sustain us, as they have in this budget, but they cannot be an ongoing substitute revenue source.

A summary of the Town's reserve accounts and their associated policy guidelines follows:

- Certified Free Cash policy is for 5% of the General Fund operating budget (GFOB) and is usually certified only at the end of each fiscal year by the Department of Revenue. *The proposed FY16 budget will reduce Free Cash to 1.9% of the GFOB which is below our policy for Free Cash. \$1,800,000 of turn backs and inflow will be required to be within Certified Free Cash policy at the start of FY16.*
- Stabilization Fund – policy calls for 7% of the General Fund operating budget (GFOB). This is a “rainy-day” fund which requires a vote of 2/3 of Town Meeting to spend money from this fund. *The current balance in Stabilization is \$3,522,922 which is 6.1% of proposed FY16 GFOB which is below our policy for Stabilization. \$514,320 additional is need to have the Stabilization fund within policy.*
- Capital Stabilization Fund – a fund established to reserve cash for future capital expenditures. Its primary funding source has been ISWM Host Community Fees. *The current balance in the Capital Stabilization account is \$35,636. \$850,000 from this fund was used towards the DPW Facility.*
- Employer Health Insurance Trust Fund – policy is to have either four (4) months of average costs or no less than \$1.6 million. *The average employer share of claims per month is \$538,728. Four months of average costs is \$2,154,912. The current balance in the Employer Health fund is \$2,460,149 which meets our policy.*
- Overlay Reserve – a reserve fund for tax abatements and exemptions which is established annually and controlled by the Assessors for each fiscal year. It is based on an analysis of historic data and specific circumstances such as a recent property revaluation and pending refunds/abatements. *We currently have a total balance of \$1,375,127 in overlay accounts from FY07 – FY15, however, there are cases pending that could require the use of Free Cash due to fiscal year account limitations.*
- Reserve Fund – an annual Reserve Fund to be spent under the authority of the Finance Committee for unexpected and unforeseen budget needs. *For FY16 this is \$200,000, which is less than the amount the Town has historically put in this fund.*

Capital Expenditures

According to our Fiscal Policy, the Town is required to establish and maintain a five year capital improvements plan and to develop capital financing strategies consistent with our fiscal policies. The Capital Outlay Committee has continued its hard work over the last year, working to deliver on the Municipal Facilities Plan for the Town. The plan is the basis for the capital recommendations in the FY16 budget is a model for this type of planning in the town, resulting in well-thought out recommendations. The current year's plan and the long-term capital plan can be found in your handbook.

This year's recommendations for capital spending come after exhaustive study by our Capital Outlay Committee. A full report by the Capital Outlay Committee will be made at Town Meeting. The committee has worked to identify funding sources other than new borrowing in order to make the best use of all available dollars.

ISWM

The Integrated Solid Waste Management (ISWM) operation is a regional landfill and transfer center. It benefits the Town by paying for the pickup and disposal of our household trash, curbside recycling collection, the cost of the recycling center at the landfill, and disposal of hazardous materials and waste generated by our DPW. Additionally, ISWM pays the Town a Host Community Fee based on the tonnage flowing through the gate.

The ISWM business continues to be challenging due to the economy. The Host Community Fee remains the same as FY15, at \$600,000.

Community Preservation Act

The Town adopted the CPA at its April, 2005 election, replacing the Open Space Act and allowing the Town to receive matching state funds based on a 3% tax levy surcharge. The provisions of the CPA allow money to be allocated to open space, historic preservation, affordable housing and recreation.

Under the CPA a Community Preservation Committee has been formed and has made the recommendations found in the chart in the Voter's Handbook.

The Finance Committee met with the Community Preservation Committee and reviewed thirteen projects for Community Housing, Historic Preservation and Open Space.

Long Term Plans

The Finance Director and Town Administrator have been working with the Finance Committee since FY06 to establish and refine a long term financial plan. The Long Term Financials in the Voter's Handbook is one piece of the long term planning puzzle. The Capital Outlay Committee's work to establish our needs, priorities, and funding sources is another piece of the puzzle. However, financial planning cannot be done in a vacuum and must include additional needs in the community, including personnel. A comprehensive plan will allow voters to see the effect of our debt service, structural deficits, changes in reserves, adjustments to the tax rate and state aid impacts.

The table below demonstrates what will happen to the Town's finances if we attempt to maintain the status quo. It assumes we maintain the same level of revenue increases as we have historically shown, assumes no overrides, and assumes our contracted personnel costs maintain their increases. It does not allow for expansion of any services, nor does it provide for capital spending. This is but one projection of the future – the Finance Committee, in conjunction with

the Finance Director, Town Administrator, and Board of Selectmen, have reviewed other long range projections with differing assumptions.

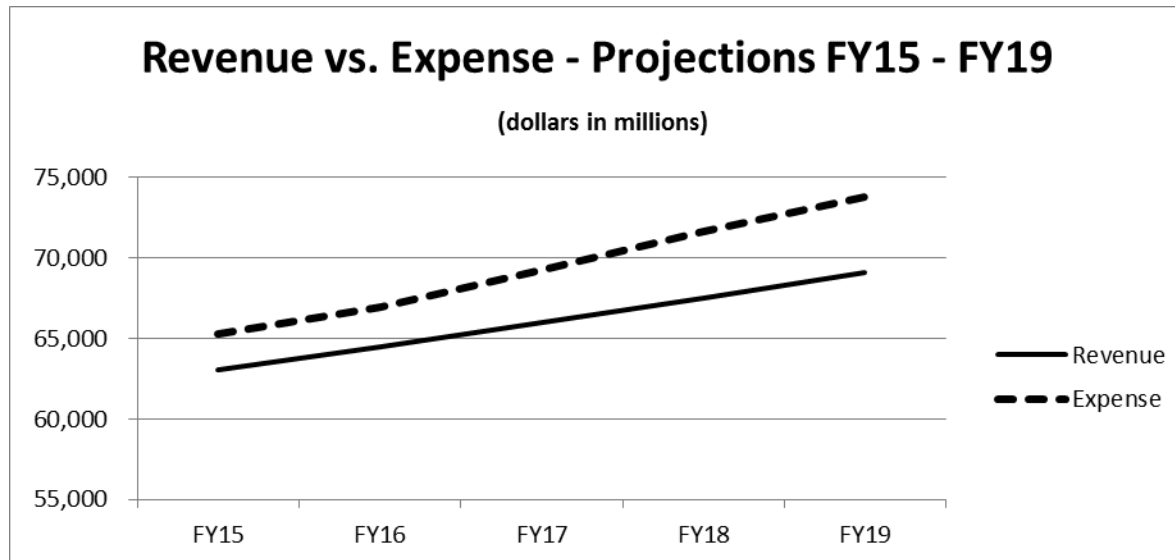


Figure 5 – Budget Projections Based on FY2016 Budget

As can be seen, we cannot maintain our current level of spending (the dotted line) with the current revenue levels (solid line). We look forward to continuing the work with the Board of Selectmen and Town Administrator in the development of a long term plan and override proposal to address the future funding needs of the Town.

Summary

The Town of Bourne has benefitted from the prior years of fiscal prudence and professional financial management. This budget allows us to maintain most services, but it is not sustainable. We face the retirement in coming years of long-term personnel, and must plan for an orderly transition before they leave, taking their institutional knowledge with them. There is also a pressing need in multiple departments to provide additional staff in order to provide the level of service we as residents demand.

This budget is the result of a thoughtful examination of our town's priorities, as evidenced by where we spend our money. The budget is our town's values translated into dollars and cents.

However, as careful as we have been, we are now faced with the decision whether to increase revenues through an override, or reduce services.

Respectfully submitted,
The Finance Committee, Town of Bourne

SOME ABC'S ABOUT TOWN MEETING

THE PLAYERS

As you face the front of the auditorium, you see on the stage various officials and resource people in the following approximate positions: In the middle is the Moderator, an elected town official who conducts the meeting. Beside to your left and behind him is the Town Clerk and staff who record the proceedings. Seated from left to right: Finance Committee; School Committee; Planning Board; Town Administrator and Board of Selectmen; and, Town Counsel, to the right of the Moderator.

WHO MAY VOTE?

All registered voters of the Town of Bourne who have been checked in at the registration desks, and who display their identification tag.

THE QUORUM

One hundred twenty five (125) voters present constitute a quorum required for commencing the business of Town Meeting. Once the meeting opens, the quorum drops to one hundred (100) voters.

THE WARRANT

The official listing of articles compiled, publicly posted and distributed to voters at Town Meeting.

ARTICLES

Articles are the individual subjects to be acted on by Town Meeting. They have been submitted by Town Boards and Departments, by the Selectmen, and by private petition endorsed by ten or more registered voters (for an annual town meeting) or one hundred or more registered voters (for a special town meeting).

ORDER OF BUSINESS

The Moderator determines when a quorum is present and calls the meeting to order. Following the pledge of allegiance and invocation, the Moderator reviews the basic rules under which the meeting will be conducted. Special Resolutions, if any, are presented and acted upon. With some exceptions, articles are called by lottery, discussed, and voted upon. This procedure is followed for each article until the warrant has been completed. If necessary, due to time constraints, additional meetings will be scheduled.

MOTIONS

When an article reaches the floor, the Moderator will usually ask if the Finance Committee has a recommendation and a motion to offer. This is because Town Bylaw requires the Finance Committee to review and make recommendations on all articles in the warrant. On articles presented by the Planning Board, the Moderator will ask them to present a report and recommendation. Motions not related to subjects in the warrant or to the conduct of the meeting are not permitted.

INDEFINITE POSTPONEMENT

A motion to indefinitely postpone action on an article is a motion not to take positive action at this town meeting.

NEGATIVE RECOMMENDATIONS

If the action recommended by the Finance Committee on an article other than zoning bylaw articles is negative, the Moderator will ask if any voter present wishes to make a positive motion. If so, the person making the motion must also be prepared to submit the motion in writing to the Moderator.

AMENDMENTS

Any voter present may request to be recognized by the Moderator for purposes of offering an amendment to any motion under discussion. The motion to amend must be in writing and include the specific words to be deleted in the original motion as well as those to be substituted.

PARTICIPATION

If you have a question of clarification concerning an article or motion under discussion, or wish to participate in such discussion, please do so. To be recognized by the Moderator, raise your hand or if necessary, stand in place. When recognized, step to the nearest microphone as quickly as possible and state your name. Speak slowly and clearly into the microphone. Be as concise and brief as possible, and by all means stick to the point at hand.

VOTING

Generally, after appropriate motion and discussion, if any, the Moderator will call for a voice vote. If he is not clear as to which response constitutes a majority, he will call for a standing vote, which will be counted by designated checkers. On votes requiring other than a majority, if the result is not unanimous, a standing vote is required. On certain occasions, a secret ballot may be taken if requested by at least 15 voters.

DEFINITIONS

For the benefit of those who may not be familiar with some of the financial terms appearing in or used in the course of considering various articles, the following much simplified definitions maybe helpful:

GENERAL FUND

The account in which general and/or undesignated revenues are deposited for use in paying the general expenses of the Town.

STABILIZATION FUND

Monies appropriated by the Town to fund capital expenditures for equipment, land, or large-scale projects or for any other lawful purposes. An appropriation both into and from the Stabilization Fund requires a 2/3 vote.

RESERVE FUND

Monies appropriated by the Town to cover extraordinary or unforeseen expenses during the fiscal year as approved by the Finance Committee.

FREE CASH

The amount of the Town's surplus revenue over and above uncollected taxes of prior years.

RAISE AND APPROPRIATE

The authority voted by the Town to raise by taxation and spend Town Funds for purposes stated in various articles in the warrant. The dollar amount, which can be raised by taxation, is limited by the law known as "Proposition 2-1/2". After the setting of the tax rate, no funds may be raised and appropriated by taxation at a special town meeting.

TAX LEVY

The maximum amount of money that by State law may be raised through property taxes in any given year. The Tax Levy is by far the largest of a number of revenue sources for the Town, accounting for over half of the total. The maximum tax levy is limited by Proposition 2 1/2.

TAX RATE

The dollar amount per \$1000 of property valuation required to collect the Tax Levy through property tax bills.

THE BOURNE RULE

The "Bourne Rule" controls unlimited spending by town meeting in violation of Proposition 2-1/2. The rule, adopted at the beginning of town meeting by resolution, requires any amendment seeking funding in excess of the amount recommended by the Finance Committee to state an equal dollar reduction in another appropriation or appropriations in order to maintain all spending in balance so that the tax levy will not exceed the maximum levy limit imposed by Proposition 2-1/2.

STATEMENT OF THE MODERATOR

TOWN MEETING PROCEDURES

1. At the beginning of the meeting the Moderator designates rows of seats in the left rear section of the auditorium for seating of *non-voters*. With the permission of a doorkeeper, voter(s) attending town meeting with a child(ren) may be allowed to sit with their child(ren) in voter seating. We respectfully request that you do not bring children under age 6 to town meeting.
2. Moderator rulings and procedure at the Town meeting are governed by Federal and Massachusetts laws, the Town Charter, Town Bylaws, and “Roberts Rules of Order” as interpreted in the book entitled *Town Meeting Time*.
3. The Moderator will not entertain shouted motions from the floor to Move the Question, or to challenge a quorum, or for any other purpose. Any person wishing to speak must first rise and be recognized by the Moderator. If a person is physically challenged, please so advise the Moderator, and the tellers will provide a portable microphone so that person can speak from his/her seat.
4. Large print town meeting handbooks are available for individuals with limited eyesight. Individuals with hearing difficulty need to contact the selectmen’s office at town hall at least three business days prior to the town meeting so that language signers can be made available for the meeting.
5. Before speaking, state your name clearly for the record. Speak concisely and speak to the motion on the floor. Speak only long enough to make your point. Do not repeat what prior speakers have already said.
6. The Moderator will not tolerate personal attacks, cat-calling, applause, booing, heckling, or any other form of disruption during the meeting. Pursuant to Massachusetts law, any person disrupting the town meeting may be caused by the Moderator to be removed from the meeting by the Sergeant-at-Arms or a Constable and held until the conclusion of the meeting.
7. The meeting is video taped by the local cable television company for later re-broadcast on the local cable access channel.
8. There is a stenographer keeping an official written transcript of the meeting.

9. If there is a counted, standing vote, or a secret ballot, voters must have their voter tag visible and be in a seat in the voter's section in order to be counted. The tellers will not count anyone not seated in a seat in the voter's section or anyone without a voter tag.

10. Fifteen or more registered voters may request a secret ballot. In the event of a secret ballot, the doorkeepers will call everyone into the auditorium who wishes to vote, and then close the doors. You may leave the auditorium at any time, but you will not be allowed to return to the auditorium until the Moderator declares that vote casting is concluded.

11. If a voter wishes to change a motion in some fashion, the procedure is to amend the motion. All motions to amend must be in writing and must state exactly how the voter wishes to change the motion on the floor. That way, the Moderator can know exactly what it is the voter wants to do before ruling on the motion or putting it to a vote. A voter who wishes to amend a main motion must have the amendment in writing and available to hand to the Moderator before rising to offer the amendment. The Moderator may refuse to put to the Meeting an amendment which is not immediately available in writing - The Moderator also will rule out of order any motion to amend which changes the original motion so drastically that, in the Moderator's opinion, the motion is no longer within the "four corners" (the scope) of the posted warrant article. An amendment may consist of adding, deleting, or substituting words in the motion. It may take the form of a "motion to substitute" a different motion. Sometimes a speaker tries to amend "the article", but this is improper language. It is the motion on the floor, not the article in the Warrant, that is to be amended. A motion to amend requires only a majority vote, even though the main motion to be amended may require two-thirds or more for final passage. If you need assistance drafting a motion to amend, please ask for it, and the deputy moderator will help you.

12. Articles in the warrant seeking to amend the Bourne Zoning Bylaw or Zoning Map require special treatment. Some Moderators refuse to allow any amendment to a main motion on a zoning article. I generally will allow a motion to amend to correct a clerical matter, misspelling, or similar non-substantive change. For example, if the main motion is to increase minimum lot size from 40,000 to 50,000 square feet, a motion to amend to increase only to 45,000 square feet, will not be allowed, as it is a substantive change to the published article. On the other hand, a motion to change the word "feet" (a misspelling) to "feet" will

generally be allowed.

12. Pursuant to Bourne Town Bylaw, notice of intention to reconsider action on an article may only be given *within one hour of continuous meeting time*. Depending on the hour the vote is taken and officially recorded by the Town Clerk, this one hour may carry over to a subsequent session of the same town meeting in which the original vote is taken. The subsequent session of town meeting may reconvene several days after the original vote is taken.

13. Because it is a matter of long time custom and practice in the Town of Bourne, the Moderator will not allow notice of intention to reconsider or a motion to reconsider a vote except from a voter *who voted on the prevailing side of the original vote*.

14. It is solely within the discretion of the Moderator to allow non-voters to address the town meeting. It has been a matter of long time custom and practice in Bourne that the Moderator will generally allow non-voters to address the town meeting.

15. A town meeting is a public meeting. There are no expectations of privacy at a public meeting. A transcript of the meeting is kept. The meeting is video-taped by the local cable access channel. Press photographers are present taking photographs, including photographs of standing, counted votes. The Moderator does not allow still or motion photography *at the ballot boxes* of voter's casting their votes during a secret ballot.

16. In order to maintain the continuity of a session of a town meeting if the Moderator needs a brief break, the Moderator may direct that the Town Clerk, in accordance with state statute, "has the gavel" for the short time the Moderator is absent from the podium, but still present in the area of town meeting.

17. Persons running for public office, and their supporters, and persons distributing literature promoting action on a warrant article or other matter of public interest, must remain not less than 50 feet from the outside entrance to the auditorium, except when they themselves are entering the town meeting for the purpose of attending the meeting, or when they are actually in attendance at the town meeting.

18. If the Moderator determines that an article in the warrant is seeking a sense of the meeting on a matter of a celebratory nature, or not involving the Town of Bourne directly, the Moderator will treat the article as a non-binding resolution. As such, one person will be allowed five minutes to speak in favor of the resolution, and one person the same amount of time to speak in opposition to the resolution. The motion will then be put to a vote without further discussion. If, on the other hand, the article is seeking a sense of the meeting on a matter directly involving the Town of Bourne, the Moderator will still treat it as a non-binding resolution, but he may allow normal debate on the substance of the article.

19. Except with advance approval from the Moderator in the case of special presentations associated with the subject matter of an article, speakers are asked to confine their remarks to no more than five (5) minutes. Generally, five minutes is more than sufficient time to make a point or state a position. Be concise. Speak only to the motion on the floor.

20. Opinion of Town Counsel. Opinions of Town Counsel are reserved for the benefit of elected and appointed municipal officials. Please do not ask for an opinion of Town Counsel unless you are an elected or appointed Bourne official with an interest in the opinion. Even then, it is up to Town Counsel to determine if he wishes to render an “off-the-cuff” opinion without the benefit of more detailed research and reflection.

21. All questions must be directed through the Moderator. You will not be allowed to engage in a back and forth dialogue with one particular official. Whenever possible, try to get your specific questions answered prior to town meeting.

22. If a speaker wants to use a Powerpoint ®, videotape, slide, or similar presentation requiring lowering the screen, the proposed presentation must be in the hands of the Moderator for his review no less than 72 business hours prior to the town meeting.

23. Please put your cell phones and pagers on vibrate or some other silent alarm, so as not to disturb the proceedings.

Thank you for attending Town Meeting!
Robert W. Parady, Esq.
Town Meeting Moderator

SPECIAL TOWN MEETING

May 4, 2015

ARTICLE 1: To see if the Town will vote, upon recommendation of the Community Preservation Committee, to appropriate a sum of money for the following **Community Preservation Fund** purposes, and to meet this appropriation, to transfer from available funds or reserves a sum of money for the purposes of this article, or take any other action relative thereto

Sponsor – Community Preservation Committee

Item	Sponsor	Project Description	CPA Purpose	Community Preservation Committee Recommend
A	Recreation Dept./DPW	Cataumet tennis court refurbishment	Recreation	\$8,315 From Open Space Reserves
B	Recreation Dept./DPW	Town Hall tennis court refurbishment	Recreation	\$8,400 From Open Space Reserves
C	Recreation Dept./DPW	Clark Field basketball court refurbishment	Recreation	\$8,995 From Open Space Reserves
D	Recreation Dept./DPW	Pocasset field tennis court refurbishment	Recreation	\$9,150 From Open Space Reserves
E	Recreation Dept./DPW	Clark Field tennis court refurbishment	Recreation	\$24,100 From Open Space Reserves
F	Bourne Recreation Dept	Chester Park playground equipment	Recreation	\$85,000 From Open Space Reserves
			Total Requested	\$143,960

Finance Committee Recommendation

This article is needed to balance the FY15 budget and funds deficits that have occurred during the year including Snow and Ice Overtime, Snow and Ice Expenses and Group Insurance.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 2: To see if the Town will vote to supplement the following departmental budgets of the **fiscal year 2015 annual budget** as voted under

Article 3 of the 2014 Annual Town Meeting and to appropriate or transfer from available funds a sum of money for the purposes of this article, or take any action in relation thereto.

Sponsor – Board of Selectmen

Departments:

Group Insurance

Snow & Ice Salaries

Snow & Ice Expenses

Finance Committee Recommendation

This article is needed to balance the FY15 budget and funds deficits that have occurred during the year including Snow and Ice Overtime, Snow and Ice Expenses and Group Insurance.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 3: To see if the Town will vote to appropriate or transfer from available funds a sum of money to undertake **environmental assessments** and remediation as required by the Commonwealth of Massachusetts Department of Environmental Protection related to town leased land to the National Marine Life Center, or take any action in relation thereto.

Sponsor – Town Administrator

Finance Committee Recommendation

The Town, like any other landowner, is responsible for the land it owns. In this instance, the parcel is leased to the National Marine Life Center. The Town is responsible for the environmental remediation costs associated with cleaning up issues from the previous owner.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 4: To see if the Town will transfer from available funds a sum of money to **fund contractual obligations** approved by the Board of Selectmen and authorized by the Town Administrator or take any action in relation thereto.

Sponsor – Board of Selectmen

Finance Committee Recommendation

This article will provide funding for a settlement agreement.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 5: To see if the Town will vote to supplement action taken under **Article 7 (FY15 ISWM Budget)** of the 2014 Annual Town Meeting and to appropriate or transfer from available funds a sum of money for the purposes of this article, or take any action in relation thereto.

Sponsor – Board of Selectmen

Finance Committee Recommendation

Due to the higher than anticipated ISWM Revenue the FY15 ISWM Budget needs to be adjusted so that associated expenses can be paid.

Finance Committee Recommendation will be made at Town Meeting.

ANNUAL TOWN MEETING

May 4, 2015

ARTICLE 1: To see if the Town will vote the following **regularly required authorizations** or actions, or take any other action in relation thereto.

Sponsor – Board of Selectmen

- a. Assumption of liability in the manner provided by Section 29 and 29A of Chapter 91 of the General Laws, as most recently amended, for all damages that may be incurred by work performed by the Department of Environmental Protection of Massachusetts for the improvement, development, maintenance and protection of tidal and non-tidal rivers and streams, great ponds, harbors, tidewaters, foreshores and shores along a public beach, (including the Merrimack and Connecticut Rivers) in accordance with Section II of Chapter 91 of the General Laws, and authorize the Selectmen to execute and deliver a bond of indemnity therefore to the Commonwealth, and further to assume liability pursuant to Section 1 of Chapter 814 of the Acts of 1972.
- b. That the Selectmen may contract with the Massachusetts Department of Public Works and the County Commissioners for the construction and maintenance of public highways for the ensuing year.
- c. Authorize the Board of Selectmen from time to time to apply for, receive, and expend assistance funds under the Federal and State Small Cities Program of the Department of Housing and Urban Development as from time to time amended, to be used for such projects as the Selectmen in their discretion shall deem necessary, and proper, and to do such acts and enter into such contracts as may be necessary, proper or desirable to obtain such aid.
- d. Pursuant to the provisions of Section 12 of Chapter 30B of the Massachusetts General Laws, as amended and supplemented, to authorize the Town of Bourne to enter into contracts in excess of three years' duration for school bus transportation and for the lease or lease-purchase of equipment, subject to appropriation and all other approvals as may be required by law with respect to any particular such contract.

e. Authorize the Treasurer and the Town Collector, pursuant to Chapter 44, Section 53F, Massachusetts General Laws, as amended and supplemented, with the approval of the Board of Selectmen, to enter into agreements for periods not to exceed three years with banking institutions to maintain deposits in exchange for banking services.

f. Authorize the Board of Selectmen, pursuant to Chapter 44, Section 72, Massachusetts General Laws, as amended and supplemented, to allocate any funds received as part of the Medicaid Medical Services Program to the School Committee for use, without further appropriation, for the benefit of educational programs.

Finance Committee Recommendation

This article comes before town meeting each year and is a housekeeping article. State law requires us to vote on these authorizations each year. This article authorizes various town officials to take certain actions such as enter into contracts, agreements, apply for grants and take other actions that are necessary to conduct the town's business.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 2: To see if the Town will vote to fix the **salaries and compensation of all elected officials** of the Town as provided by Section 108 of Chapter 41 of the Massachusetts General Laws as amended, and raise and appropriate a sum of money therefore, or take any other action in relation thereto.

Sponsor – Board of Selectmen

Finance Committee Recommendation

This is the annual Article funding the compensation of Elected Officials of the Town.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to defray the **regular annual expenses** of the Town, or take any other action in relation thereto.

Sponsor – Board of Selectmen

Finance Committee Recommendation

This is the annual Article funding the Operating Budget of the Town and Bourne Schools.

The Finance Committee Recommendation will be made at Town Meeting.

See Appendix “A” – Pages 45-61

ARTICLE 4: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the **Sewer Department**, or take any other action in relation thereto.

Sponsor – Board of Sewer Commissioners

Finance Committee Recommendation

This is the standard yearly Article to fund the sewage treatment system servicing Buzzards Bay, and as such is basically a routine article. The proposed budget level funds the department except for minor wage and expense adjustments.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 5: To see if the Town will vote to appropriate a sum of money from funds received or to be received from the Commonwealth of Massachusetts for the construction, reconstruction and improvement on all approved public ways which qualify under the **State Aid Highway (Chapter 90)** guidelines adopted by the Public Works’ Commission, said funds to be expended under the direction of the D.P.W. Superintendent, with the approval of the Board of Selectmen, or take any other action in relation thereto.

Sponsor - D.P.W. Superintendent

Finance Committee Recommendation

Each year the governor’s budget appropriates Chapter 90 funds for distribution among the cities and towns in Massachusetts. This local aid is earmarked for maintaining safety and accessibility for roads and bridges within the Commonwealth. Because the dollar amount varies from year to year, we must vote to allow our Department of Public Works to spend the appropriation at the Annual Town Meeting.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 6: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to establish a **Reserve Fund**, or take any other action in relation thereto.

Sponsor - Board of Selectmen

Finance Committee Recommendation

Each year the Town establishes a Reserve Fund to provide for unforeseen but necessary expenses. These monies are spent only with the approval of the Finance Committee and any balance at the end of the year is returned to the Town's General Fund. This year we are recommending a general Reserve Fund of \$200,000.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 7: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the **Integrated Solid Waste Management Program**, or take any other action in relation thereto.

Sponsor - Board of Selectmen

Finance Committee Recommendation

This article approves the operating budget of ISWM for the coming year including the ISWM Operational Budget, Salaries and Wages, Host Community Fee, the ISWM Reserve Fund and the General Fund Administration Fees. The ISWM budget includes the costs associated with the disposal of the town's municipal solid waste and the residential drop off center. In addition, ISWM will continue to pay for curbside trash pickup and curbside recycling.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 8: To see if the Town will vote under authority of M.G.L., Chapter 44, Section 53E ½ to establish **Revolving Funds** to be known as described below, or take any other action in relation thereto.

Sponsor – Board of Selectmen

#	Revolving Fund	Authorized to Spend	Revenue Source	Use of Fund	FY 2016 Spending Limit
1	Recreation Programs Fund	Recreation Department with the approval of the Town Administrator	All fees charged for all programs run by the Recreation Department	Purchase & Acquire recreational equipment and materials and part-time seasonal staff to facilitate seasonal recreational programs	\$105,000.00
2	Shellfish Propagation Fund	Department of Natural Resources with the approval of the Town Administrator	Fees for commercial shellfish licenses	Part-time salaries & expenses related to the propagation, cultivation, protection & study of shellfish	\$30,000.00
3	Transportation Revolving Fund	School Department with the approval of the School Committee	Fees for transportation services	To pay for transportation fees	\$75,000.00
4	Public Library Book Fund	Library with the approval of the Town Administrator	Fines & Fees received from overdue,lost, damaged materials	To purchase additional library books and materials	\$20,000.00
5	COA Supportive Day/Bridging the Years	COA with the approval of the Town Administrator	Fees from and for Clients for Program Services	To pay for services and expenses related to providing supportive day programs	\$1005,000.00
6	COA Programs	COA with the approval of the Town Administrator	Fees & Charges from COA classes and programs	To pay the instructors and expenses of programs offered.	\$100,000.00
7	Community Building Rental fund	With the approval of the Town Administrator	Fees from renting the building	To pay part time salaries and expenses related to the extra hours used for the rental of the building	\$10,000.00
				Total spending	\$440,000.00

Finance Committee Recommendation

Revolving funds are created to allow certain departments to raise specific funds to be appropriated without further town meeting action. The law is very explicit as to how this is done, and it requires that the funds be reauthorized every year in order to be sure that each fund is being used as intended. Spending limits for six of the seven accounts remain the same as last fiscal year. After being reduced last year, the spending limit for Council on Aging Supportive Day Fund has been increased from \$80,000 back to \$100,000.

The Finance Committee Recommendation will be made at Town Meeting. See Appendix “C” Page 69

ARTICLE 9: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of funding **capital improvements and capital projects**, or take any other action in relation thereto.
Sponsor – Capital Outlay Committee

CAPITAL OUTLAY REPORT FOR FY2016					
	DEPART.	PROJECT/DESCRIPTION	AMOUNT	MGL BORROW STATUTE	FUNDING SOURCE
1	Police Dept	Cruisers	\$ 138,900.00	Ch 44, Sec 7(9)	Borrowing
2	Fire Dept	Ambulance 135	\$ 252,000.00	Ch 44, Sec 7(9)	Borrowing
3	Fire Dept	Paint Ladder Tower	\$ 48,000.00		Free Cash
4	DNR	Repower y-56 2008 P/O Boat	\$ 17,500.00		Waterways
5	DNR	Repower Y-57 2011 Carolina Skiff	\$ 12,500.00		Waterways
6	DNR	Repower 1970 Boston Whaler	\$ 13,000.00		Waterways
7	DNR	Repave Taylors Point Marina Parking Lot	\$ 250,000.00	Ch 44, Sec 7(6)	Borrowing \$125,000.00. Waterways \$125,000.00.
8	Bourne Schools	BHS Replace Carpeting Media Center	\$ 30,000.00		Free Cash
9	Bourne Schools	BHS Repair Existing Columns	\$ 40,000.00		Free Cash
10	Bourne Schools	BHS Replace Library Cupola Roof	\$ 70,000.00		Free Cash
11	Bourne Schools	BMS Upgrade HVAC Management System	\$ 95,000.00		Free Cash

12	Bourne Schools	Technology Plan	\$ 175,000.00	Ch 44, Sec 7(28) & 7(29)	Borrowing
13	Bourne Schools	Asbestos Abatement	\$ 110,000.00	Ch 44, Sec 7(31)	Borrowing
14	DPW	M-6 F500 Dump Body	\$ 12,000.00		Free Cash
15	DPW	M-8 F500 Dump body	\$ 12,000.00		Free Cash
16	DPW	T-6 Sander Plow	\$ 161,000.00	Ch 44, Sec 7(9)	Borrowing
17	DPW	S-2 25 CY Packer	\$ 250,000.00	Ch 44, Sec 7(9)	Borrowing
18	DPW	S-3 16 CY Packer	\$ 250,000.00	Ch 44, Sec 7(9)	Borrowing
19	Shore & Harbor	Annual Dredging	\$ 95,000.00		Waterways
20	Election & Registration	Automark Voter Assist Terminal (VAT)	\$ 10,000.00		Free Cash
21	IT Dept	New Phone System	\$ 50,000.00		Free Cash \$20,000.00; ISWM Retained Earnings \$20,000.00; Sewer Retained Earnings \$10,000.00
22	IT Dept	New Backup System	\$ 32,800.00		Free Cash
23	ISWM	15 5CY Wheel Loader	\$ 425,000.00	Ch 44, Sec 7(9)	Borrowing
24	ISWM	35 Ton Articulated Truck	\$ 500,000.00	Ch 44, Sec 7(9)	Borrowing
25	ISWM	Phase IV Stage 1 Cap & Closure	\$ 1,500,000.00		Transfer \$1,500,000.00 from ISWM Phase IV Closure Funds
26	Sewer	Replacement of Sewer Truck M-7	\$ 80,000.00	Ch 44, Sec 7(9)	Borrowing
27	Sewer	Pumps & Panels	\$ 40,000.00		Sewer Retained Earnings
			<u>\$4,669,700.00</u>		

Finance Committee Recommendation

This article requests the appropriation for the FY16 Capital Improvement Budget recommendations of the Capital Outlay Committee. The items recommended in this article are those which have been deemed to have the highest priority.

The Finance Committee Recommendation will be made at Town Meeting. See Appendix “B” – 63-67

ARTICLE 10: To see if the Town will vote to hear **reports and recommendations** of Committees and Town Officers, or take any other action in relation thereto.

Sponsor - Board of Selectmen

Finance Committee Recommendation

This article gives Town Committees an opportunity to submit a report to the Town Meeting.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 11: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to raise and appropriate, borrow, or transfer from available funds, a sum of money for the following Community Preservation Fund purpose(s): to make certain improvements to the **Hoxie Center at Sagamore Beach** for Art, Science, Education and Culture consisting of egress, ramps and related modifications; architectural and other assessment services; window structural repairs; flooring improvements; roof repair; and install climate controls; including costs incidental and related thereto; and, further, the Historic Commission and the Community Preservation Committee are hereby directed and authorized to take any and all action necessary to implement this vote, or act anything in relation thereto:

Sponsor – Community Preservation Committee

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 12: To see if the Town will vote, upon recommendation of the Community Preservation Committee, to appropriate a sum of money for the following **Community Preservation Fund purposes**, and to meet said appropriation, to transfer from available funds or reserves from the FY2016 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action relative thereto.

Sponsor – Community Preservation Committee

Item	Sponsor	Project Description	CPA Purpose	Community Preservation Committee Recommend
A	Affordable Housing Trust	Affordable housing down payment/assistance/subsidy	Community Housing	\$53,600 From Community Housing Revenues
B	Bourne	Affordable housing services	Community	\$61,380

	Housing Partnership	and support	Housing	From Community Housing Revenues	
C	Bourne Fire Dept. & Bourne Housing Authority	Sprinkler system installation and generator for Continental Apts.	Community Housing	\$39,115 From Community Housing revenues, \$161,256 from Community Housing reserves and \$10,629 from the undesignated fund balance	
D	Bourne Public Schools	Engineering/design services for the resurfacing of outdoor track at Jackson Field	Recreation	\$60,000 From Open Space Revenues	
E	Cape Cod Canal Region Chamber of Commerce	Improvements; Buzzards Bay Rail Road station visitors center	Historic Preservation	\$91,630 From Historic reserves	
			Total Requested	\$477,610	
F	Community Preservation Committee	Reserve for Open Space	Open Space	\$185,314	2016 Open Space Estimated Revenues
G	Community Preservation Committee	Reserve for Community Housing	Community Housing	\$0	2016 Open Space Estimated Revenues
H	Community Preservation Committee	Reserve for Historic Resources	Historic Resources	\$0	2016 Open Space Estimated Revenues
I	Community Preservation Committee	2016 Budgeted Reserve	All CPA Purposes	\$0	2016 Open Space Estimated Revenues
		Total Funding Summary		\$662,924	

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 13: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the purposes of the administrative and operating expenses of the **Community Preservation Committee**, or take any other action in relation thereto.

Sponsor – Community Preservation Committee

Finance Committee Recommendation

This is a standard annual authorization and covers the administrative and operating expenses of the CPA fund.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 14: To see if the Town will vote, upon recommendation of the Community Preservation Committee, to raise and appropriate, borrow, or transfer from available funds, a sum of money for the following Community Preservation Fund purposes of phase one of a multi-phase project to upgrade and restore the town-owned park located on **Main Street in Buzzards Bay**; phase one includes engineering, survey and design services; irrigation, electrical/lighting upgrades; landscaping; and creating a park entrance with amenities including costs incidental and related thereto; and the Open Space Committee and Community Preservation Committee are authorized and directed to take any and all acts necessary to implement this vote, or take any action in relation thereto.

Sponsor – Community Preservation Committee

The Finance Committee Recommendation will be made at Town Meeting.

See Appendix “C” Page 70

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to commence a program of **Priority Based Budgeting**, or take any action in relation thereto.

Sponsors – Board of Selectmen, Finance Committee, Town Administrator

Finance Committee Recommendation

The Town Administrator, Finance Committee, School Committee and Board of Selectmen have reviewed an innovative approach to government budgets, priority based budgeting. This is a set of technical and advisory services to help any local government organization address its fiscal realities both in the short term (Fiscal Health) and long term (Fiscal Wellness). The Center for Priority Based Budgeting has developed the Fiscal Health and Wellness© process to help cities, counties, school districts and other non-profit agencies find answers to the most relevant questions of the day:

- ***How can we best address our "budget crisis"?***
- ***How can our organization "spend within its means"?***
- ***How do we allocate scarce resources to top priority programs?***
- ***How can we link the budget with our strategic goals/objectives and with performance measures?***
- ***How does our organization head down a path of long-term financial sustainability?***

This article, if approved, will engage the services of The Center for Priority Based Budgeting for three years. Given the issues facing the Town in the budget under consideration at this Town Meeting, the need for this tool is immediate.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 16: To see if the Town will vote to amend the Town of Bourne Bylaws, Article 2.5 Council on Aging, by deleting it in its entirety and inserting a new **Article 2.5 Council on Aging** as printed in the Town Meeting Warrant, or act anything in relation thereto.

Sponsor – Bylaw Committee

Article 2.5 Council on Aging

There shall be a Council on Aging in accordance with Chapter 40, Section 8B of the Massachusetts General Laws, as established by the town meeting vote of the town of Bourne, Massachusetts, on March 1969 (Article 2.5 of the Town General By-laws). The name of the organization shall be the Bourne Council on Aging, hereinafter referred to as the Council.

Section 2.5.1

Purpose and Goals. It shall be the purpose of the Council on Aging to carry out programs and services to promote the well-being of the elder population of this community. To accomplish this, the goals are:

- A. To identify the needs;
- B. To educate the community and enlist support and participation of all citizens about their needs;
- C. To design, advocate and/or implement services to fill these needs, or to coordinate existing services;
- D. To cooperate with the Massachusetts Executive Office of Elder Affairs and the programs regarding elders;
- E. To utilize the abilities of the seniors to serve the community and to strive for intergenerational goals;

Section 2.5.2

Council on Aging Advisory Committee - Membership. A Council on Aging Advisory Committee, hereinafter referred to as the Advisory Committee, shall be established for the purposes of advising the Executive Director of the Council on

how best to satisfy the purpose and goals listed under Section 2.5.1 of this bylaw.

This Advisory Committee shall consist of from seven to eleven members and two alternates, appointed by the Board of Selectmen for a term of three (3) years, unless the appointment is to fill the unexpired term of a retiring member. As the Board of Selectmen appoints this Advisory Committee, all members are responsible to the Board of Selectmen as stated in the Town of Bourne Charter, as amended. Said terms shall be staggered so that no more than three (3) appointments shall expire in any calendar year. Members may be reappointed. At least five members shall be over the age of sixty (60) at the time of their appointment and all members of the Advisory Committee shall be registered voters of the Town of Bourne.

The Executive Director and/or the Town Administrator may be ex-officio member(s) of the Advisory Committee, as determined by the Board of Selectmen.

Section 2.5.3

Council on Aging Advisory Committee - Meeting Procedures.

- A. Roberts Rules of Order shall be the guide to conducting meetings.
- B. Meetings shall be held on a regular monthly schedule and/or as needed basis.
- C. Special meetings may be called by the chair or at the request of three (3) members.
A written notice shall be given to each member in accordance with the Open Meeting Law.
- D. The annual meeting of the Advisory Committee shall be held at the June meeting at which time officers shall be elected.
- E. A quorum is a majority of the total members (appointed to and sworn in by the Town Clerk) of the Advisory Committee as and is necessary for the transaction of business.

Section 2.5.4

Council on Aging Advisory Committee - Officers and Duties.

- A. The Advisory Committee shall annually elect a chairperson, vice chairperson and a secretary from its membership and shall report the election results to the Town Clerk. Officers are elected at the Annual

Meeting.

- B. Upon vacancy of any office, a successor shall be elected by the Advisory Committee at the next regularly scheduled meeting. Any successor shall be made from the current members of the Advisory Committee.
- C. The duties of the officers shall be as follows:
 - 1. Chairperson: Presides at meetings and is the chief executive officer (of this appointed advisory committee) subject to the direction of the members of the Advisory Committee, acts as a spokesman for the Advisory Committee and shall appoint all necessary sub-committees as brought forward, recommended, and deemed necessary by the Advisory Committee.
 - 2. Vice-Chairperson: Presides in absence of Chairperson and performs the Chairperson's functions.
 - 3. Secretary: Is responsible for the minutes of the meetings, recording, and submitting to the office of the Town Clerk, within 7 days after notice of the minutes have been approved.

Section 2.5.5

Executive Director. The Executive Director of the Council on Aging is appointed pursuant to the Town of Bourne Charter as amended. The Executive Director is primarily responsible for the direction and administration of the day-to-day operations of the office of the Bourne Council of Aging. The Executive Director receives advice from the Council of Aging Advisory Committee on programs; but is not responsible to, nor takes mandatory direction from the appointed members of the Council on Aging Advisory Committee. The Executive Director reports to the Town Administrator.

Finance Committee Recommendation

The purpose of this article is to bring the bylaw into alignment with the Charter and gives a clearer explanation of reporting and responsibility.

The Finance Committee Recommendation will be made at Town Meeting.
See Appendix "C" Page 71

ARTICLE 17: To see if the Town will vote to transfer any sums of money received from the **ISWM Host Community Fees** in excess of \$600,000

in FY2016 to fund entitled “Capital Stabilization Fund”, or take any other action in relation thereto.

Sponsor – Board of Selectmen

Finance Committee Recommendation

Passage of this article will allow any FY 16 Host Community Fees generated by ISWM which are in excess of \$600,000 to be added to the Capital Expenditures Stabilization Reserve Fund that was established at the 2007 Annual Town Meeting.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 18: To see if the Town will vote to appropriate a sum of money for the purpose of **accepting proceeds from the insurance recovery** for a loss at the Community Building, or take any other action in relation thereto.

Sponsor – Town Administrator

Finance Committee Recommendation

This article allows the Town to spend insurance proceeds received for damage to the Community Building.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 19: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to continue to planning, related expense and purchase of materials related to **wastewater needs in Buzzards Bay** or take any action in relation thereto.

Sponsor – Board of Sewer Commissioners

Finance Committee Recommendation

This article funds continued planning and related expenses for the Wastewater Advisory Committee to continue its work related to the wastewater needs of Buzzards Bay.

The Finance Committee Recommendation will be made at Town Meeting.

ARTICLE 20: To see if the town will vote to **amend the Bourne Zoning Bylaw** as follows, or take any other action relative thereto.

Sponsor – Board of Selectmen

Amend the existing language of Section “1232. Authority” by adding the new paragraph shown below, underlined and in bold:

Existing

1232. Authority

The Planning Board shall be the Special Permit Granting Authority for Site Plan-Special Permit Approval in accordance with the Use Regulation Schedule as set forth in Section 2220 and as described in Section 1233 herein.

Add

Within fourteen days after the Planning Board issues a Special Permit or Site Plan Review Permit Approval, the Inspector of Buildings shall determine whether or not the actions of the Planning Board conform to the by-laws and Massachusetts General Laws. Within thirty days of his determination, any interested party may appeal his decision to the Board of Appeals.

In addition; amend Section “1233. C 4. Project Requiring Site Plan-Special Permit Approval” by adding the language shown below underlined and in bold:

Existing:

4. The change, in whole or in part, of any residential use to a non-residential use,

Add:

however, the Planning Board may not approve any plan that allows any use in a residential zone other than those allowed under section 2220.

The Finance Committee Recommendation will be made at Town Meeting.

See Appendix “C” Pages 75-77

ARTICLE #

1200. ADMINISTRATION

1210. Inspector of Buildings. No building shall be erected, externally altered, or moved without a building permit and no such permit as required by the Commonwealth of Massachusetts State Building Code shall be issued unless the Inspector of Buildings has indicated in writing his determination that the requirements of the Zoning Bylaw have been met by the proposal.

Zoning Enforcement. The Inspector of Buildings shall serve as the Chief Zoning Enforcement Officer for the enforcement of the Bylaw. The Town Administrator may appoint in addition to the Chief Zoning Enforcement an Enforcement Officer(s), to serve under the authority and supervision of the Chief Zoning Enforcement Officer, for the purpose of taking actions on violations and any other lawful actions necessary or appropriate to ensure compliance with this Bylaw.

Applications for building permits shall be accompanied by three prints of a plan of the lot, drawn to scale, showing the actual boundaries and dimensions of the lot, showing the exact location, use, and size of any existing or proposed structures, and showing any existing and proposed streets and ways within or adjacent to the lot.

1220. Certification. Land may not be substantially altered or changed in use without certification by the Inspector of Buildings that such action is in compliance with then applicable zoning, or without review by him regarding whether all necessary permits have been received from those governmental agencies from which approval is required by federal, state, or local law. Responsibility for obtaining permits and certification shall be that of the owner of the premises.

1230. SITE PLAN - SPECIAL PERMIT APPROVAL

Site Plan – Special Permit approval is required for any addition, expansion or construction of any commercial, industrial, retail and/or mixed-use structure or development, except as may be more specifically provided elsewhere in the Zoning Bylaw.

1231. Purpose Of Site Plan - Special Permit Approval

The purpose of Site Plan - Special Permit Approval is to further the intent of the Zoning Bylaw of the Town of Bourne by reviewing proposed uses and structures to ensure that new development or redevelopment which may have significant impacts upon abutting land, the neighborhood, or the Town, are designed in a manner which complies with the Zoning Bylaw and addresses other community needs such as the protection of abutting landowners from unnecessary noise, glare or other inconvenience and provides for adequate parking and traffic management, waste disposal, drainage and other environmental protection.

1232. Authority

The Planning Board shall be the Special Permit Granting Authority for Site Plan-Special Permit Approval in accordance with the Use Regulation Schedule as set forth in Section 2220 and as described in Section 1233 herein.

Within fourteen days after the Planning Board issues a Special Permit or Site Plan-Special Permit Approval, the Inspector of Buildings shall determine whether or not the actions of the Planning Board conform to the bylaws and Massachusetts General Laws. Within thirty days of his determination, any interested party may appeal his decision to the Board of Appeals.

1233. Projects Requiring Site Plan - Special Permit Approval

Before being approved or disapproved by the Inspector of Building, applications for building permits for the following must be accompanied by a site plan - special permit endorsed with the approval of the Planning Board.

- A. Mobile home parks and campgrounds
- B. Uses permitted under Section 2232 for Scenic Development Districts
- C. All other applications for new development with a gross floor area greater than 1600 square feet or redevelopment resulting in a gross floor area of 1600 square feet and any development or redevelopment resulting in the construction or exterior alteration of any commercial, industrial, retail and/or mixed use structure; also any applications including:
 - 1. Any change in the number of parking spaces
 - 2. Alteration of egress, utilities, drainage, or lighting
 - 3. The change, alteration or expansion of use of any commercial, industrial, retail and/or mixed use structure;
 - 4. The change, in whole or in part, of any residential use to a non-residential use, **However, the Planning Board may not approve any**

plan that allows any use in a residential zone other than those allowed under section 2220.

5. Change of an existing use or structure, which constitutes a more intensive use of land, which includes any use which changes any pattern of pedestrian or vehicular movement within the site or in relation to adjacent properties or streets including access by emergency vehicles, or creates more pedestrian or vehicular traffic than the existing use.

Buzzards Bay Park Concept Plan Multi Phase Project

