



TOWN of WAREHAM

Board of Selectmen/Sewer Commissioners

Meeting Agenda

7:00 PM – Room #320 Multi-Service Center, 48 Marion Road, Wareham Massachusetts

- 1. CALL TO ORDER BY CHAIRMAN**
- 2. ROLL CALL**
- 3. "SPIRIT OF CHRISTMAS" Presentations**
- 4. ANNOUNCEMENT**
- 5. CITIZENS PARTICIPATION**
- 6. CONSENT AGENDA**
 - a. Authorization to sign bills and documents, etc.
- 7. LICENSES & PERMITS**
 - a. **Hearing 7:15 P.M.** – On an application for a Class II License from Rob Brogle d/b/a Priority Towing, 2510 Cranberry Highway, Wareham MA in accordance with the provisions of Chapter 140 of the Massachusetts General Laws.
 - b. Renewal on the application for an Annual Innholders All Alcoholic Beverages License by L&W Holdings, LLC, db/a/ Wicket's Inn & Pub, 167-171 Onset Avenue, Onset under the provisions of Chapter 138 of MGL.
 - c. Renewal on the application for Public Amusement on Weekdays License for Dancing & Live Entertainment by L&W Holdings, LLC d/b/a Wicket's Inn & Pub under the provisions of Chapter 140 of the Massachusetts General Laws.
 - d. Renewal on the application for Public Entertainment on Sundays License for Dancing & Live Entertainment by L&W Holdings, LLC d/b/a Wicket's Inn & Pub under the provisions of Chapter 140 of the Massachusetts General Laws.
 - e. **Only if Paperwork is received**

Renewal of the following Year Round Retail Package Goods Store All Alcoholic Beverages Licenses for the year 2011, under the provisions of chapter 138 of the Massachusetts General Laws Kiamo Corporation DBA Shooters Restaurant and Sports Bar, 2691 Cranberry Highway, Wareham Manger Jacquelyn M Hoban
- 8. TOWN ADMINISTRATOR'S REPORT**
 - a. Leadership Team

FY2012 Budget (Operating and Capital Plan) and Budget Message as Submitted by the Town Administrator

- b. Personnel Update
- c. FEMA Reimbursement
- d. Financial Management Summit
- e. Strategic Planning – Team Wareham
- f. Internet, Harassment, and Drug use Policies
- g. Monthly Activity Report Licensed Business
- h. Mini Entitlement FY2008 Grant #00038
- i. School Transportation Reverse Auction Bid
- j. Onset Bay Association Christmas in the Parks
- k. Jordan Hospital Meeting

9. TOWN BUSINESS

- l. Request from Priority Towing re: Tow list.
- m. Discussion Shooters Restaurant Liquor License
- n. Any other town business.

10. SEWER BUSINESS

- a. Approval of sewer betterments
 - i. Approval of ARRA Funding Split
 - ii. Approval of Interest Rate to be applied
 - iii. Approval of Final Betterment Number
- b. Extension of Time – Contract #1
- c. Acceptance of Contract #1 Substantial Completion
- d. Any other sewer business

11. LIAISON REPORTS

12. CHAIRMAN'S REPORT

13. ADJOURNMENT

14. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

MINUTES OF MEETING OF SELECTMEN/SEWER COMMISSIONERS

Date of Meeting: December 21, 2010
Date of Transcription: March 7, 2011
Transcribed by: Janet Wilson

1. CALL MEETING TO ORDER BY CHAIRMAN

2. ROLL CALL

Chairman Donahue called the meeting to order at 7:00 p.m.

Selectmen Present: Jane Donahue, Chairman
Walter B. Cruz, Sr., Clerk
Brenda Eckstrom
Cara A. Winslow,
Stephen M. Holmes

Also present: Mark J. Andrews, Town Administrator

3. "SPIRIT OF CHRISTMAS" PRESENTATIONS

Chairman Donahue presented the Spirit of Christmas presentations to the following:
Community Resources Network, Anne MacRae MacCleod, Municipal Maintenance Department,
Knitwits ladies, Mary Lou Payton, Margaret Dupuis, Ernest "Ernie" Precourt.

4. ANNOUNCEMENT

(None)

5. CITIZENS PARTICIPATION

(None)

6. CONSENT AGENDA

- a. Authorization to sign bills and documents, etc. (none)

7. LICENSES AND PERMITS

- a. **Hearing 7:15 P.M.** On the application for a Class II License from Rob Brogole
d/b/a Priority Towing, 2510 Cranberry Highway, Wareham, MA in accordance
with the provisions of Chapter 140 of the Massachusetts General Laws

MOTION: Selectman Eckstrom moved to open the hearing. Selectman Winslow
seconded.

VOTE: 5-0-0 (unanimous)

SELECTMEN/SEWER COMMISSIONERS MEETING - 12-21-10 (CONT'D)

Present before the board: Rob Brogole

Selectman Holmes said that he would like to see the limit increased from the 15 currently allowed by the town. Selectman Holmes stated he was in favor of issuing a Class II to Mr. Brogole. The Board did ask if anyone wanted to speak for or against the applicant. Mr. Barros was in the audience and stated that he was for the applicant.

MOTION: Selectman Eckstrom moved to close the hearing. Selectman Winslow seconded.

VOTE: 5-0-0 (unanimous)

MOTION: Selectman Winslow moved to approve the application for a Class II License from Rob Brogole d/b/a Priority Towing, 2510 Cranberry Highway, Wareham, MA in accordance with the provisions of Chapter 140 of the Massachusetts General Laws. Selectman Winslow seconded.

VOTE: 5-0-0 (unanimous)

MOTION: Selectman Eckstrom moved to open the hearing. Selectman Winslow seconded.

VOTE: 5-0-0 (unanimous)

No one was present before the board representing Wicket's

MOTION: Selectman Eckstrom moved to close the hearing. Selectman Winslow seconded.

VOTE: 5-0-0 (unanimous)

- b. Renewal on the application for an Annual Innholders All Alcoholic Beverages License by L&W Holdings, LLC, d/b/a Wicket's Inn & Pub, 167-171 Onset Avenue, Onset under the provisions of Chapter 138 of Massachusetts General Laws

MOTION: Selectman Eckstrom moved to approve the renewal of the application for an Annual Innholders All Alcoholic Beverages License by L&W Holdings, LLC, d/b/a Wicket's Inn & Pub, 167-171 Onset Avenue, Onset under the provisions of Chapter 138 of Massachusetts General Laws. Selectman Winslow seconded.

VOTE: 5-0-0 (unanimous)

- c. Renewal on the application for Public Amusement on Weekdays License for Dancing & Live Entertainment by L&W Holdings, LLC d/b/a Wicket's Inn & Pub under the provisions of Chapter 140 pf the Massachusetts General Laws.

MOTION: Selectman Eckstrom moved to approve the Renewal on the application for Public Amusement on Weekdays License for Dancing & Live Entertainment by L&W Holdings, LLC d/b/a Wicket's Inn & Pub under the provisions of Chapter 140 of the Massachusetts General Laws with the stipulation that the license is not issued until the payment is received. Selectman Cruz seconded.

VOTE: 5-0-0 (unanimous)

SELECTMEN/SEWER COMMISSIONERS MEETING - 12-21-10 (CONT'D)

- d. Renewal on the application for Public Entertainment on Sundays License for Dancing & Live Entertainment by L&W Holds, LLC d/b/a Wicket's Inn & Pub under the provisions of Chapter 140 of the Massachusetts General Laws

MOTION: Selectman Eckstrom moved to approve the renewal on the application for Public Entertainment on Sundays License for Dancing & Live Entertainment by L&W Holds, LLC d/b/a Wicket's Inn & Pub under the provisions of Chapter 140 of the Massachusetts General Laws with the stipulation that the license is not issued until the payment is received. Selectman Cruz seconded.

VOTE: 5-0-0 (unanimous)

- e. *Only if paperwork is received*
Renewal of the following Year Round Retail Package Goods Store All Alcoholic Beverages Licenses for the year 2011, under the provisions of Chapter 138 of the Massachusetts General Laws, Kaimo Corporation d/b/a Shooters' Restaurant and Sports Bar, 2691 Cranberry Highway, Wareham, Manager Jacquelyn M. Hoban

Chairman Donahue stated that the paperwork has not been received from Shooters' therefore they would be moving on to the Town Administrator's Report

8. **TOWN ADMINISTRATOR'S REPORT**

I. **LEADERSHIP TEAM**

A. FY2012 Budget (Operating & Capital Plan) and Budget message as submitted by the Town Administrator.

Mr. Andrews provided the board with FY2011 Budget update (as attached)

B. **PERSONNEL UPDATE**

Head of Reference Librarian: Mr. Andrews was pleased to introduce Laurie Cavanaugh, the new Head of Reference Librarian. Laurie is expected to begin work January 4, 2011.

Present before the board: Denise Medeiros & Laurie Cavanaugh

Ms. Cavanaugh introduced herself to the board and stated that she has been working at the Brockton Public Library for the past 7 years.

- **Financial Analyst/Researcher:** Interviews were held Monday, December 13, 2010 for the three candidates who applied for the position. Interviews were conducted by: Selectman Brenda Eckstrom, Town Treasurer-Collector John Foster, and Town Accountant Biz Zaleski.
- **Assistant Harbormaster:** Interviews were held Wednesday, December 15, 2010 with Selectman Steve Holmes, Harbormaster

SELECTMEN/SEWER COMMISSIONERS MEETING - 12-21-10 (CONT'D)

Garry Buckminster, and Director of Inspectional Services Myles Burke.

II. Due to Mr. Andrew's absence for Bereavement Leave, he was unable to make an appointment prior to preparing the informational packets for tonight's meeting, but he has spoken with Selectman Holmes concerning the Assistant Harbormaster interviews. Mr. Andrews hopes to make his recommendations to the Board for both these openings at the meeting.

C. FEMA REIMBURSEMENT

On Monday, December 6, 2010, Mr. Andrews received notification from FEMA that our efforts to document emergency spending related to Hurricane Earl have been received and either approved or in the process of being approved. He will keep the board posted.

D. FINANCIAL MANAGEMENT SUMMIT—STANDARD REPORTING

On Wednesday, November 10, 2010, Mr. Andrews convened a Financial Management Summit with Mrs. Brenda Eckstrom, BOS; Mr. Frank Heath, FinCom Report Specialist; Mr. Bob White, FinCom Liaison; Biz Zaleski and Judith Lauzon of the Town Accountant's Office; John Foster, Treasurer-Collector; Matt Underhill, Information Systems Manager; Guy Campinha, WPCF; Ana Miranda, School Department; Ted and Rob of VADAR Systems; and Mr. Jim Powers; Principle of Powers & Sullivan. The objective of this Summit was to discuss standardized reporting that can be developed to bring the highest level of effectiveness to our Financial Management Process. We had a robust discussion about using our resources in the most efficient manner and meeting our financial goals.

E. STRATEGIC PLANNING—TEAM WAREHAM

We have secured new interns from the Suffolk University Graduate School of Public Administration. Mr. Andrews met with Kevin Clayton, Derek Sullivan, Nefrediazha Barbel, Greg Rounseville, Michaela Miteva, and Kathleen Moore. Mr. Andrews wanted to keep you posted on our continuous efforts to plan strategically, especially in our FY2012 Budget building process. On Wednesday, November 10, 2010, Mr. Andrews held a Strategic Planning Workshop with our Leadership Team, along with Team Wareham. Mr. Andrews has formed Team Wareham to work with our Leadership Team on developing a Strategic Plan for their respective Department. Mr. Andrews has asked each member of the Leadership Team to use the Strategic Planning Process to "strategically think" about opportunities, both operational and capital costs. Mr. Andrews will take these recommendations as he develops his FY2012 Spending Plan.

The Interns provided the board with a presentation about the Strategic Planning Survey and the SWOT analysis.

SELECTMEN/SEWER COMMISSIONERS MEETING - 12-21-10 (CONT'D)

F. INTERNET, HARASSMENT, AND DRUG USE POLICIES

For the Board's information, all employees were given updated Town Counsel-approved policies for the following: Internet, Harassment, and Drug Use. The new forms were presented to the Leadership Team for their use for all employees in their Departments, both full- and part-time. These forms will be digitized and kept on file in our Personnel Department.

G. MONTHLY ACTIVITY REPORT—LICENSED BUSINESSES

Attached is the Monthly Activity Report from Chief Stanley for November.

H. ME FY2008 GRANT #00038—REDUCTION OF FUNDS

For the Board's information, there will be no further expenditures charged to this grant. The grant has been reduced by \$18,660.15 to reflect the balance of funds that have been unexpended at the close of the grant.

I. SCHOOL TRANSPORTATION REVERSE AUCTION BID:

This has been postponed per Jerry Lighthouse pending additional responses.

J. ONSET BAY ASSOCIATION'S CHRISTMAS IN THE PARKS

On Saturday, December 3, 2010, Mr. Andrews worked at the Onset Bay Association's Annual Christmas in the Park 2010. This was a fantastic family oriented seasonal event that everyone enjoyed. The days activities included but were not limited to: Face Painting at Sunrise Café, Talking Christmas Tree at Dudley Brown Square, Christmas Stories & Surprises at Nana's Candy Shop, Holiday Craft Creating at the Victorian Café, Performing Fire Dancer at Dudley Brown Square, Christmas Ornament Eye at the Goddess Pottery, Nail Painting at Onset's Finest Salon, Letters to Santa at Artisana, and Cookie Decorating at Melina's. The Onset Fire Station provided hot chocolate while children were able to talk to Santa. Mr. Andrews particularly enjoyed the Talking Tree!

K. JORDAN HOSPITAL MEETING WITH TOWN LEADERS

On Wednesday, December 1, 2010, Mr. Andrews attended the Health Care Forum along with Selectmen Walter B. Cruz Sr. and Steve Holmes. Mr. Rick Holden, President of Jordan Hospital, led a very intense update on Health Care Reform in America. Discussion centered upon Health Care Reform and partnerships with communities. This was an introductory meeting with additional forums to follow.

9. TOWN BUSINESS

a. Request from Priority Towing re: Tow list

Present before the board: Rob Brogle

Chairman Donahue stated the Chief's recommended putting this off until he can come before the board with a recommendation regarding the tow list. Chairman Donahue advised Mr. Brogle that they would ask him to return after the first of the year once they get the information back from Chief Stanley.

SELECTMEN/SEWER COMMISSIONERS MEETING - 12-21-10 (CONT'D)

b. Discussion of Shooters Restaurant Liquor License

Chairman Donahue stated that Shooters has been informed that they need to submit their application for renewal.

Chairman Donahue stated that the renewals for the Common Victualler's licenses would be extended until January 3rd at 4:00 p.m. due to the holiday.

c. Any other Town business

Selectman Holmes spoke about an accident on Swifts Beach Road, in which a vehicle drove thru a home and read a letter from Myles Burke in response to a question he has asked.

Selectman Holmes spoke about a new policy for Class II licenses and asked if he can write up a new policy for the next meeting.

10. SEWER BUSINESS

a. Any Sewer business

Chairman Donahue recused herself for this portion of the meeting and asked that Selectman Cruz serve as Chairman.

i. Approval of ARRA Funding Split

MOTION: Selectman Eckstrom moved to split the funding 50/50. Selectman Winslow seconded.

VOTE: 4-0-0 (unanimous)

ii. Approval of Interest Rate to be applied

MOTION: Selectman Winslow moved to set the interest rate at 2%. Selectman Holmes seconded for discussion. Selectman Holmes stated that the town should have a cushion and not set the interest at 2%. Discussion ensued over the rate. Selectman Winslow withdrew her motion.

MOTION: Selectman Eckstrom moved to set the interest rate at 2.5%. Selectman Holmes seconded.

VOTE: 3-1-0 (Selectman Winslow opposed)

iii. Approval of Final Betterment Number

At this time Selectman Donahue returned

b. Extension of Time -- Contract #1

This would be an extension of time at no cost.

SELECTMEN/SEWER COMMISSIONERS MEETING - 12-21-10 (CONT'D)

MOTION: Selectman Winslow moved to accept the extension of time under the change order for 140 days, which brings the contract completion date December 24, 2010 with no additional costs. Selectman Cruz seconded.

VOTE: 4-0-0 (unanimous)

Note: Selectman Eckstrom was not in the room at the time this vote was taken.

Selectman Winslow stated that the warrant that was originally to start on December 8th should start one year from December 24, 2010 since the board just voted on the extension of time.

c. Acceptance of Contract #1 Substantial Completion

MOTION: Selectman Winslow moved accept the substantial completion with the change to the warrant date being the official completion date of December 24, 2010. Selectman Holmes seconded for discussion. Mr. Sanguinet stated that legally the warranty begins when the substantial completion is met which was December 8, 2010. Selectman Holmes seconded.

VOTE: 4-0-1 (Selectman Eckstrom abstained)

d. Any other Sewer Business

Selectman Eckstrom advised anyone hooking up to sewer to check out the tax credits that are available.

11. LIAISON REPORTS

(None)

12. CHAIRMAN'S REPORT

(None)

13. ADJOURNMENT

MOTION: Selectman Winslow moved to adjourn. Selectman Cruz seconded.


VOTE: 5-0-0 (unanimous)

14. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

Respectfully submitted,
Janet Wilson
Department Assistant

The foregoing minutes were submitted to the Board of Selectmen/Sewer Commissioners on:

Attest:



Walter B. Cruz, Sr., Clerk

Date Signed: 3/22/11

Date sent to the Town Clerk: 3/23/11