



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. MEETING WITH WOODARD & CURRAN RE. SEWER CAPACITY**
- 4. ANNOUNCEMENT**

American Red Cross will be holding a blood drive at the First Congregational Church in Wareham, 11 Gibbs Avenue on Tuesday, January 18, 2011 from 1:30 pm – 6:30 pm. All presenting donors will receive a coupon for a pound of Dunkin Donuts Coffee.
- 5. CITIZENS PARTICIPATION**
- 6. CONSENT AGENDA**
 - a. Authorization to sign bills and documents, etc.
- 7. LICENSES & PERMITS**
- 8. TOWN ADMINISTRATOR'S REPORT**
 - a. Personnel Update
 - b. Sign By-Law Task Force
 - c. Homeland security intergrated emergency management course.
 - d. Downtown Development
 - e. Mawarn – Massachusetts Water/wastewater Agency Response Network.
- 9. TOWN BUSINESS**
 - a. Vote on Town Meeting dates.
 - b. Vote on Notice of Intent to call Town Meeting.
 - c. Discussion re. Senior Affordable Housing at Westfield.
 - d. Discussion re. Volunteer Appreciation Party.
 - e. Discussion re. 2012 Budget.
 - f. Discussion re. Class II Licenses.
 - g. Any other town business.

10. SEWER BUSINESS

- a. Meeting with Guy Campinha re sewer issues.

11. LIAISON REPORTS

12. ADJOURNMENT

13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

MINUTES OF MEETING OF SELECTMEN/SEWER COMMISSIONERS

Date of Meeting: January 4, 2011
Date of Transcription: March 14, 2011
Transcribed by: Janet Wilson

1. CALL MEETING TO ORDER BY CHAIRMAN

Chairman Donahue called the meeting to order.

2. ROLL CALL

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

Also present: Mark J. Andrews, Town Administrator

3. MEETING WITH WOODARD & CURRAN RE: SEWER CAPACITY

Present before the board: Helen Gordon & Leroy Kendricks

Ms. Gordon gave a brief overview on the available capacity of the facility. Ms. Gordon spoke about the Comprehensive Wastewater Management Plan and anticipated loadings, current flows & loadings, review of the NPDEP permit. Mr. Kendricks spoke about how technology would be able to help bring efficiency up and cost down. He said by adding technology you could reduce having to have someone visit the station 7 days per week. He spoke about increasing efficiency by doing maintenance, which hasn't been done with the technology.

MOTION: Selectman Eckstrom moved authorize have Mr. Andrews & Mr. Campinha and Mr. Gifford to get the information for the Board of Selectmen and go ahead and do a capital plan that would address the cost benefit analysis and return on investment and they types of information the board needs to add it to their capital plan. Selectman Holmes seconded.

VOTE: 5-0-0 (Unanimous)

4. ANNOUNCEMENT

American Red Cross will be holding a Blood Drive at the First Congregational Church in Wareham on Tuesday, January 18, 2011 from 1:30 p.m to 6:30 p.m. Contact Lisa Godlewski at 781-751-4229. All presenting donors will receive a coupon for a pound of Dunkin Donuts Coffee.

5. CITIZENS PARTICIPATION

(None)

6. CONSENT AGENDA

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

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-4-11 (CONT'D)

7. LICENSES & PERMITS

(None)

8. TOWN ADMINISTRATOR'S REPORT

PERSONNEL UPDATE

Assistant Harbormaster: On Wednesday, December 22, 2010, Mr. Andrews met with Garry Buckminster to discuss the applicants for the position of Assistant Harbormaster. As a result of that meeting, he appointed Jamie McIntosh to fill the opening. He has over 6 years of experience with the Harbormaster's office and he has a 100-ton U.S. Coast Guard Captain's license. He will be a valuable Team Member for Mr. Buckminster's department. See attached for more information about Jamie.

Present before the board: Garry Buckminster & Jamie McIntosh

Mr. Buckminster stated he was very happy to have Jamie on board and said that he's been working as a seasonal assistant since 2004 and has proven himself and is very dedicated and has earned the respect of the people at the waterfront.

Director of Assessment: Mr. Andrews is happy to announce to the Board that he has appointed Sheila Scaduto as the full-time Director of Assessment. Ms. Scaduto has been serving in the capacity of Acting Director since the resignation of Mr. Gonsalves earlier this year. Mr. Andrew's has been especially impressed with Ms. Scaduto's fiscal and financial management skills, particularly in assisting the Town set the 2011 tax rate.

Present before the board: Sheila Scaduto

The Chairman congratulated Ms. Scaduto on her appointment. Selectman Winslow had some questions regarding the search committee and asked if anyone from the Board of Assessors were present for the interview. Mr. Andrews stated that she was the best candidate for the job and has been in the acting capacity for the past 6 months. Selectman Eckstrom asked if Mr. Andrew's received any complaints on behalf of anyone in the office or on the Board of Assessors over the past 6 months. Mr. Andrews's response was that he has not received any complaints about Ms. Scaduto.

SIGN BYLAW TASK FORCE

Mr. Andrews is working with Chairman Donahue to put together a Sign Bylaw Task to address issues that will come about with the reconstruction of Route 6/28. In addition to a Selectman to be appointed to this committee, it will include: John Charbonneau, Town Planner; Ken Ferreira, Zoning Board of Appeals; Myles Burke, Director of Inspectional Services; Peter Sanborn, CEDA; Chief Stanley or a Wareham Police Department designee, a member of the Planning Board, and myself.

HOMELAND SECURITY INTEGRATED EMERGENCY MANAGEMENT COURSE (IEMC)

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-4-11 (CONT'D)

The Homeland Security at the Center for Domestic Preparedness in Alabama will hold an Integrated Emergency Management Course (IEMC) in March 2011. This is available for public officials and emergency personnel and all costs, including travel, is paid by Homeland Security. Attending from Wareham will be: Robert Ethier, Health Agent; Garry Buckminster, Harbormaster; David Evans, EMS Director; Glenn Gifford and John Walcek, Wareham Police Department; and Jeffrey Osswald and Raymond Goodwin of the Onset Fire Department. The course places public officials and emergency personnel in a realistic crisis situation within a structured learning environment.

DOWNTOWN DEVELOPMENT

As we continue to work towards improving the Downtown section of Wareham, we are asking that property owners who are not in compliance with Wareham Zoning Bylaws and other regulations be made to make their properties meet the code requirements. Myles Burke, Director of Inspectional Services, has been viewing these properties and sending formal communications to those not in conformance. Attached to this report is a copy of a letter to one of the property owners requesting that certain actions be taken immediately to remedy the situation with the property. Mr. Andrews expects this will be an ongoing commitment from Mr. Burke and will keep the Board informed of progress.

MAWARN—MASSACHUSETTS WATER/WASTEWATER

AGENCY RESPONSE NETWORK (WARN)

Mr. Andrews has asked Guy Campinha to attend a Conference on Thursday, December 9, 2010, held at the Holiday Inn in Taunton. The Conference was on Mutual Aid for Water Treatment facilities. At present, 66 communities are part of this Consortium of Communities dedicated to mutual aid assistance and timely access to resources, including a database of utilities. Mr. Campinha attended this Conference and has fully briefed me on program options. He wants to introduce this program to the Board and Mr. Andrews will keep the board up to date. He has included materials that were distributed at the Conference for the Board's review.

9. TOWN BUSINESS

A. Vote on Town Meeting dates

MOTION: Selectman Cruz moved to vote on the attached Town Meeting dates (as attached). Selectman Eckstrom seconded.

VOTE: 5-0-0 (Unanimous)

B. Vote on Notice of Intent to call Town Meeting

MOTION: Selectman Cruz read the Intent to call Town Meeting notice Greetings: In the name of the Commonwealth of Massachusetts in accordance with the provisions of Division I, Article I, Section 3, of the by-laws of the Town of Wareham, amended, you are hereby directed to notify and warn the legal voters of the Town of Wareham that an Annual Town Meeting has been called by the Board of Selectmen to be held at 8:00 a.m. on Tuesday, April 5, 2011 for the election of officers and to be adjourned until 7:00 p.m. on Monday, April 25, 2011 at which time the general business of the Town Meeting shall

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-4-11 (CONT'D)

be transacted. The last day for submission of articles for insertion in the Warrant is 5:00 p.m. Friday, March 2011. The warrant for this meeting will close on Tuesday, March 15, 2011. And, you are hereby directed to serve this notice by posting attested copies thereof in at least one public place in each precinct within the Town on or before Friday, February 18, 2011. Hereof fail not and make due return of this posting with your doings thereon to the Town Clerk. Given under our hands at Wareham this 4th day of January in the year 2011. Selectman Winslow seconded.

VOTE: 5-0-0 (Unanimous)

C. Discussion re: Senior Affordable Housing at Westfield
Some discussion ensued as to the Appointing Authority would be for the Westfield Study Committee.

MOTION: Selectman Holmes moved to begin the process of forming the Request for Proposal Review and Recommendation Committee by inviting people to apply if interested and begin the interview process on Tuesday, February 1, 2011. Selectman Eckstrom seconded.

VOTE: 5-0-0 (Unanimous)

D. Discussion re: Volunteer Appreciate Party
Selectman Holmes said that the invitations have gone out for January 7th for the appreciation spaghetti dinner, which will be held at 6:00 p.m

E. Discussion re: 2012 Budget
Chairman Donahue said the 2012 budget was delivered on time and stated that they realize that they have issues that are subject to change. The Finance Committee has the budget and will be making their recommendations on the budget. Selectman Winslow said that she would like the opportunity to go through her list of questions at the next meeting.

F. Discussion re: Class II Licenses
Selectman Holmes recommended increasing the number of Class II licenses from 15 to 20. Selectman Holmes recommended changes to the rules and regulations. Selectman Winslow had some concerns that if the board made changes to this policy then others will want them to change other policies. Selectman Cruz was in support of increasing the limit on Class II to 20. Selectman Eckstrom feels that perhaps the businesses should be required to have a \$50,000 or \$100,000 bond in place. Chairman Donahue would like to have a list of the current Class II licenses, where they are located along with the date the license was issued along with the number of vehicles they are authorized to sell on their property. Chairman Donahue also would like the surety addressed as well as requiring a certificate of surety with the application.

Any other town business

Selectman Holmes read a list of vacancies on boards, committees and commissions. Selectman Holmes spoke about the COA getting some of the recycled computers that the town was going to be replacing.

Selectman Cruz asked for a list of businesses in town that have business licenses.

Selectman Winslow asked that Mr. Andrews clarify for the public a press release issued regarding the Assistant to the Board of Selectmen. Mr. Andrews stated that there was

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-4-11 (CONT'D)

not a press release issued it was an ending of a contract in which he has kept the board updated. Mr. Andrews stated that Mr. Sanguinet is now an independent contractor to the WPCF. Chairman Donahue asked Mr. Andrews if he would be posting a vacancy for the Board of Selectmen's Administrative Assistant and that position will be reverting to a truly salaried position. Mr. Andrews stated that was true and he would have a job description for the board for review.

Selectman Eckstrom wanted to thank John Sanguinet for stepping in during a very trying time in the Town. Selectman Eckstrom stated that if any sub-committee is meeting they have to under the new open meeting law post their meetings along with an agenda.

Selectman Eckstrom asked about the Community Development Block Grant and if CEDA was going to appear before the board. She was looking for a copy of the grant.

10. SEWER BUSINESS

A. Meeting with Guy Campinha re: Sewer issues

Discussion with Mr. Campinha will be at a later meeting to allow him more time to gather information.

Chairman Donahue wanted to clarify a letter that went out regarding the due date on the betterments. She stated that the letter states if you want to pay in full the due date is Saturday, January 29th however, you would need to pay if fully by Friday January 28th and if you wait until Monday, January 31st to pay it then you will be charged 2 days interest. Chairman Donahue stated that the people choosing the 20 year option then you won't be getting a bill until next January.

11. LIAISON REPORTS

(none)

12. ADJOURNMENT

MOTION: Selectman Winslow moved to adjourn the meeting. Selectman Holmes seconded.

VOTE: 5-0-0 (Unanimous)

13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

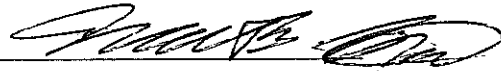
Respectfully submitted,

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:

Date sent to the Town Clerk:



TOWN OF WAREHAM
54 Marion Road
Wareham, Massachusetts 02571

Attachment 1/4/11
meeting minutes

PROCESS FOR CALLING 2011 SPRING ANNUAL TOWN MEETING

APRIL 5, 2011- Elections
APRIL 25, 2011 - General Business

TUESDAY, January 4, 2011	Board of Selectmen should establish all dates for completion of a Warrant for the Annual Town Meeting.
FRIDAY, February 18, 2011	Last day to post in at least one public place in each precinct, Notice of Intention of Board of Selectmen to call the Annual Town Meeting for April 25, 2011. (By-Law Div. I, Art. I, Sec. 3.) - 10 days notice (by posting in precincts) before Warrant closes,
FRIDAY, March 11, 2011	Last day to submit petitions (articles) to be inserted in the Warrant. (WHRC Section 2-4 (c) - 45 days before Town Meeting convenes.
TUESDAY, March 15, 2011	Board of Selectmen should officially close the Warrant.
FRIDAY, March 18, 2011	Last day to post in each precinct and deliver a copy of Warrant to the Town Moderator and to the Chairman of each Committee established by Section 2-5 of WHRC. (WHRC Section 2-4 (d) - Within 3 days of closing of Warrant
TUESDAY, March 22, 2011	Last day to submit to the Finance Committee articles included in Warrant. (By-Law Div. I, Art. I, Sec. 1.) - No later than 35 days before Town Meeting convenes.
TUESDAY, April 5, 2011	Commencement of Annual Town Meeting. Election Day. (By-Law Div. I, Art. I, Sec. 1.) - First Tuesday of April
THURSDAY, April 7, 2011	Last day to publish entire Warrant in a local newspaper. (WHRC Section 2-4 (d) - 14 days before Town Meeting.
MONDAY, April 25, 2011	General Business portion of Annual Town Meeting. By-Law Div. I., Art. I, Sec. 1.) - Fourth Monday of April