

MINUTES OF MEETING OF SELECTMEN/SEWER COMMISSIONERS

Date of Meeting: February 8, 2011
Date of Transcription: October 20, 2011
Transcribed by: Janet Wilson/Rebecca R. Benitez-Figueroa

1. CALL MEETING TO ORDER BY CHAIRMAN

2. ROLL CALL

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

Also present: Mark J. Andrews, Town Administrator

3. ANNOUNCEMENT

Chairman Donahue announced that the "Love Your Library" rally will be held on Saturday, February 12, 2011 from 9:00 a.m. to 1:00 p.m.

4. CITIZENS PARTICIPATION

Ellen Martin, President of the Onset Bay Association read a letter from the past president, Marylou Payton recognizing the effort and assistance of Mr. Mark Andrews, Town Administrator. Ms. Martin also expressed her appreciation for the Town Administrator. Ms. Jackie Lindsey of the Wareham Village Association also stated her appreciation of Mr. Andrews.

Ms. Donna Bronk, Finance Committee Chairman, expressed her appreciation and support for the work done by Mr. Andrews since being the Town Administrator.

Ms. Kate Furler, liaison for Swifts Beach Improvement Association offered her praise of Town Administrator Andrews.

Mr. Larry Gaines of the Friends of the Wareham's Elderly also extends his praise of Mr. Andrews and will be sending a letter of support to the Board. Also he announced a wine tasting fundraising event on Saturday, February 12, 2011 at Browne's Liquor from 3:00 p.m. to 6:00 p.m. Admission is free but donations of \$5.00 for 7 tickets for a chance to win a \$30.00 basket of wine.

Ms. Martha Strachan, Chairman of Council of Aging Board of Directors offered a reminder of a presentation on December 14, 2011 at 10:30 a.m. by the Plymouth County District Attorney regarding default and fraud.

5. CONSENT AGENDA

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-8-11 (CONT'D)

- a. Authorization to sign bills and documents, etc.

1. Cromesett Park & Oakdale Sewers – Contract No. 2- Partial Payment No. 8.

MOTION: Selectman Cruz moved to authorize the payment of Partial Payment No. 8 of Contract No. 2, Project No. CWSRF 3022 to Contractor P. Gioioso and Sons, Inc. in the amount of \$376,988.55. Selectman Eckstrom seconded.

VOTE: 4-0-0 (Unanimous)

2. Cromesett Park & Oakdale Sewers – Contract No. 2 – Partial Payment No. 9

MOTION: Selectman Cruz moved to authorize the payment of Partial Payment No. 9 of Contract No. 2, Project No. CWSRF 3022 to Contractor P. Gioioso and Sons, Inc. in the amount of \$435,722.72. Selectman Eckstrom seconded.

VOTE: 4-0-0 (Unanimous)

- b. Interviews to the Westfield Study Committee

Mr. Richard Boucher expressed his desire to serve on the Westfield RFP Review Committee listing his background. A brief discussion ensued between Mr. Boucher and the Board Members.

Mr. Bruce Sauvageau stated the reasons why he would like to serve on the Westfield RFP Review Committee offering his past experiences with the Westfield project as a past Selectman. A brief discussion ensued between Board members and Mr. Sauvageau.

Ms. Martha Strachan appeared to list her desire to serve of the Westfield RFP Review Committee along with her background. A brief discussion ensued.

Mr. William Heaney presented his background and experience along with his desire to serve of the Westfield RFP Review Committee. A brief discussion ensued

Mr. Chris Smith appeared expressing his desire to serve on the Westfield RFP Review Committee citing his experiences

Ms. Donna Bronk withdraws her application for consideration to serve on the Westfield RFP Review Committee.

- c. Discussion of Board of Health Appointment Process (No one present).
Chairman Donahue edified the Board members regarding an issue with process of the Board of Health's appointments

6. **LICENSES & PERMITS**
(None)

7. **TOWN ADMINISTRATOR'S REPORT**
LEADERSHIP TEAM

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-8-11 (CONT'D)

Mark Gifford. Mr. Andrews has asked Mark Gifford, Municipal Maintenance Director, to be at tonight's meeting to give the Board an update on the status of the dams in Wareham—Tremont and Mill Pond. We received a report from the State on the status of the dams throughout the State, including those in Wareham (attached) Also, Pare Associates did a report two years ago and is working on updating the reports, which we are required to do every two years. As soon as the reports are completed, copies will be provided to the Board.

Mr. Gifford gave a brief history of the dams and advised the Board that this item has been submitted to the Capital Planning Committee. He informed the Board of a February 16, 2011 meeting with A.D. Makepeace, the Cranberry Growers and Doug Beaton regarding these dams. Mr. Gifford and the Board agree that some responsibility lies with the cranberry growers.

Land Donation Review Task Force: On Wednesday, February 2, 2011, the Land Donation Review Task Force met to organize further and consider our mission and general procedures. This Task Force includes David Pichette, Chair; John Charbonneau, Planner; Myles Burke, Director of Inspectional Services; Sheila Scaduto, Director of Assessing; along with Mr. Andrews. The Task Force considered a Draft Land Donation Review Process, including landowners' responsibilities and generally accepted. Seeking suggestions from the Board by next week.

Sheila Scaduto, Director of Assessment: Sheila Scaduto has tendered her resignation effective February 25, 2011. Ms. Scaduto informed me that she is pursuing opportunities in Finance and Assessing and will work to complete a Transition Plan for the Assessing Office. Mr. Rich Gonsalves has been working on an hourly basis and will continue to help with this Transition.

JOINT BUDGET REVIEW COMMITTEE

On Friday, February 4, 2011, Mr. Andrews convened the Joint Budget Review Committee (JBRC) at 9:00AM in the Board's Meeting Room. Present for the meeting were: Brenda Eckstrom and Cara Winslow, Selectmen; Dr. Barry Rabinovitch, Superintendent of Schools; Rhonda Veugen and Geoff Swett, School Committee; Donna Bronk and Franklin Heath, Finance Committee; Alan Slavin, Planning; and Elizabeth Zaleski along with Mr. Andrews.

The Committee was enlightened with a presentation on our 5 Year Capital Plan by David Trudell and Alan Slavin, Co-Chairs, who provided a salient presentation on our Capital Plan and discussed various capital needs and financing options for the Town. He will keep you posted on our Capital Plan.

Also, Mr. Andrews has scheduled two evening meetings for the JBRC for Tuesday, February 15, 2011 and March 1, 2011 at 5:30PM in the Board's Meeting Room in the Multi-Service Center. Both of these meetings will be televised and are fully accessible to the general public. As Chair, he wants to focus directly on accessible, open, public meetings.

Our next meeting is scheduled for Friday, February 11, 2011, at 10:00AM as the Committee continues to organize and share information.

A brief discussion ensued with the Board's liaison members offering their comments. Selectman Winslow offered a suggestion by one of the Capital Planning members that perhaps the Board could establish a policy in whereas a certain percentage of each budget is set aside for capital planning. Selectman Eckstrom stated that perhaps this would be best to get the

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-8-11 (CONT'D)

recommendation of the Town Administrator, Town Accountant and Finance Committee before the Selectmen take any action on establishing a policy.

A discussion regarding the possibility of the increase in the meal tax which would bring in additional revenue to the Town ensued.

STORM PREPAREDNESS AND ACTION PLANNING

Mr. Andrews updated the Board on our continuing efforts to plan effectively for Storms and Blizzards. We are working hard to make sure that our streets, sidewalks, and byways are safe for the general public and business operations. He has developed a new "Emergency Call Tree" to better inform the Department Heads and Leadership Team of storm planning. This includes announcements on local TV and network television stations. Also, on Wednesday, February 2, 2011, he walked Wareham and Onset Villages to ensure that businesses were operation and to iron out any needed areas of concern.

LEGAL SERVICES UPDATE:

Mr. Andrews want to keep the Board updated on Legal Services and offer the following report. He has discussed with each of you the departure of Attorney Rich Bowen from Kopelman & Paige, P.C. It is my understanding that Atty. Bowen will continue as the Lead Counsel until a full report on pending legal matters is completed by Atty. Ilana Quirk, of Kopelman & Paige, P.C. I will work with Rich Bowen, Ilana Quirk, and the Board to maintain effective legal services throughout this Transition period. Your guidance is appreciated.

Selectman Eckstrom is interested in receiving some quotes from other attorneys to aid the Board in March when legal counsel is appointed.

NEW CODE ENFORCEMENT TASK FORCE:

On Monday, January 31, 2011, Mr. Andrews convened the Code Enforcement Task Force, including Chief Richard Stanley, Chair of the Committee, Myles Burke, Director of Inspectional Services, Bob Ethier, Health Agent, John Foster, Treasurer-Collector, and myself. We met with a local motel owner and his attorney to discuss other development options. He believes this is a positive step and will keep the Board updated.

Financial Management Action Plan - Finalization of the Financial Management Action Plan is about 90% complete

Cranberry Commons Task Force Update – There wasn't a meeting this week, however, he was in touch with Mr. Ferry regarding the built out of his property.

Model Regional Recreation Program – Still on hold. Looking for ways to bring recreation into Wareham in a cost effect/no cost way.

Town Computer System Update – Proposal are being reviewed at this time and updates will be sent to the Board.

Business Certificate – We are exploring software for business certificate tracking through the Inspectional Service and Town Clerk.

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-8-11 (CONT'D)

Monthly Activity Report—Licensed Business – January report on licensed business is completed and attached for the Board's review.

8. TOWN BUSINESS

Town Administrator evaluation (next week's Selectmen's Meeting)

a. Municipal Maintenance update on Dams – (previously presented)

b. Wareham Police Department – Certification Award

Police Chief Stanley advised the Board of the effort of the Town in the process in the Police Department receiving its Certification. There are 200 police agencies in Massachusetts of which 18 are certified and 30 are accredited. Wareham's next step is to achieve the Accreditation. The efforts of the Wareham Police officers, especially Officer William Fihlman are to be commended in reaching this accomplishment.

Chairman Donahue offered her praise and gratitude to the Police Department for all the positive work being done. Selectman Cruz complimented the Town Administrator on his work with the Police Department on their certification. He also noted that during the initial visit to Wareham and at the certification ceremony in Hopkinton, Wareham was represented by a member of the Board of Selectmen.

c. Westfield Discussion (none)

d. Any other town business

Selectman Eckstrom announced a tentative date of February 18, 2011 at 6:30 p.m. for the "Stop the Violence-Increase the Peace" rally. She will inform the Board once finalized.

9. SEWER BUSINESS

a. Meeting with Mike Guidice from CDM

Present: Mr. Mike Guidice

Mr. Mark Gifford

Mr. Guy Campinha

Mr. Guidice gave a status report regarding the different sewer contracts. Contract No. 1 is completed with the exception of the punch list items, which mainly consist of restoration of property. This would be completed in the spring due to winter weather conditions. The surge tank at the Narrows' pumping station has been completed and awaiting startup and testing from the manufacturer. Mr. Campinha needs authorization from the Sewer Commissioners to send out tie in letters to property owners under Contract No. 1.

MOTION: Selectman Winslow moved to authorized Mr. Guy Campinha, Sewer Treatment Plant Operator, to mail out letters to the property owners giving them permission to tie in to the sewer lines in the areas of Linwood Avenue, Ladd Avenue, Tempest Knob and Parkwood Beach under Contract No. 1. Selectman Cruz seconded.

VOTE: 4-0-0 (Unanimous)

Contract No. 2 – Cromesett & Oakdale. All sewer lines are installed in the streets except for Mattapoisett Road where the pumping station would be located before the street grade. Finalization of the shop drawings for the pumping station is in process along with the easement for the electrical pedestal and generator for the pumping station.

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-8-11 (CONT'D)

Also in process is the contract easement for the Cromesett Road pumping station. These easements should be completed within the next month.

Contract No. 3 – Agawam Beach. Mr. Gudice asked the Board if they were ready to proceed to send out Contract No. 3 out to bid in order to meet the June deadline for filing for the funding under the SRF loan package. Selectman Cruz questioned if the property owners have given release for the proposed CDM recommended sites for pumping stations before proceeding to go out to bid. Mr. Campinha replied that the property owners were not willing to grant an easement even with compensation. The second issue is to utilize the Town's property, which would cost approximately an additional \$250,000 due to the unknowns, e.g., depth and groundwater removal plus any other unknowns, which could inflate the cost. Selectman Eckstrom suggested that an informal meeting be held with residents to inform them of the proposed location of the pumping station and other sewer matters that could affect them in the future. The Board of Selectmen will meet on Saturday, February 19, 2011 at 10:00 a.m.

b. Any other sewer business (none)

10. LIAISON REPORTS

(None)

11. ADJOURNMENT

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

VOTE: 4-0-0 (Unanimous)

12. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

Respectfully submitted,
Rebecca R. Benitez-Figueroa

The foregoing minutes were submitted to the Board of Selectmen/Sewer Commissioners on: 11/1/11

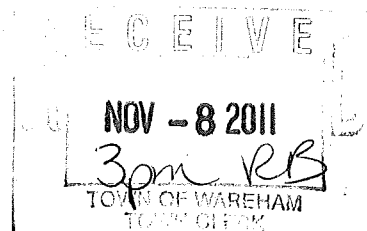
Attest:



Walter B. Cruz, Sr. Clerk

Date Signed: 11-8-11

Date sent to the Town Clerk: 11-8-11





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. ANNOUNCEMENTS**
- 4. CITIZENS PARTICIPATION**
- 5. CONSENT AGENDA**
 - a. Authorization to sign bills and documents, etc.
 - b. Interviews to the Westfield Study Committee.
 - c. Discussion of Board of Health Appointment Process.
- 6. LICENSES & PERMITS**

None.
- 7. TOWN ADMINISTRATOR'S REPORT**
 - a. Leadership Team.
 - b. Joint budget review committee.
 - c. Storm preparedness and action planning.
 - d. Legal services update.
 - e. New code enforcement task force.

Status Report of ongoing issues/projects.
- 8. TOWN BUSINESS**
 - a. Town Administrator evaluation.
 - b. Municipal Maintenance update on Dams.
 - c. Wareham Police Department – Certification Award.
 - d. Westfield Discussion.
 - e. Any other town business.
- 9. SEWER BUSINESS**
 - a. Meeting with Mike Guidice from CDM.

b. Any other sewer business.

10. LIAISON REPORTS

11. ADJOURNMENT

12. SIGNING OF DOCUMENTS APPROVED BY THE BOARD