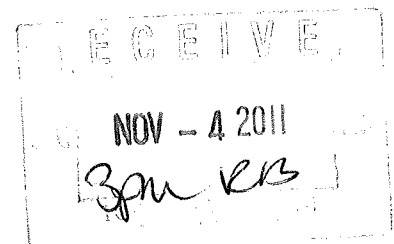




TOWN of WAREHAM
Board of Selectmen/Sewer Commissioners
MEETING AGENDA

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. TOWN ADMINISTRATOR EVALUATION**
- 6. CONSENT AGENDA**
 - a. Authorization to sign bills and documents, etc.
Invoice from CDM re. Contract No. 1 Project No. CWSRF 3022 for \$311,829.00 to P. Gioioso & Sons, Inc.
 - b. Interviews to the Westfield Study Committee.
 - c. Interview/Appointment to Commission on Disability and Council on Aging Board of Directors.
 - d. Re-appointment of Registrar.
 - e. Discussion re: Board of Health Appointment Process.
- 7. LICENSES & PERMITS**
 - a. Application from the National Multiple Sclerosis Society, c/o Drew Davis, 101A First Avenue, Suite 6, Waltham for use of Town roads to hold a MS 150 Cape Cod Getaway Bike Tour on Saturday, June 25, 2011 and Sunday, June 26, 2011.
 - b. Application from Max Performance, c/o Tim Richmond, 57 Prospect avenue, Norwood, MA for use of the Onset Bandshell and Town Pier, Onset Beach and use of Town roads for their 2nd Annual Triathlon, "Escape the Cape/Wicket Onset Triathlon", to be held on June 4, 2011 from 9:30 am to 12:30 pm. (rain date: June 5, 2011).
- 8. TOWN ADMINISTRATOR'S REPORT**
 - a. Leadership Team.
 - b. Budget Review Committee update.
 - c. Cape Cod Canal 100-year anniversary.
 - d. Governor Patrick to create school strategy for gateway cities.



Status Report of ongoing issues/projects.

9. TOWN BUSINESS

- a. Vote on Statewide Municipal Mutual Aid – Police.
- b. Police Tow List Policy Discussion.
- c. Westfield Discussion.
- d. ABCC re. seasonal estimates.
- e. Any other town business.

10. SEWER BUSINESS

- a. Any other sewer business.

11. LIAISON REPORTS

12. ADJOURNMENT

13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

MINUTES OF MEETING OF SELECTMEN/SEWER COMMISSIONERS

Date of Meeting: February 15, 2011
Date of Transcription: October 18, 2011
Transcribed by: Rebecca Benitez-Figueroa

1. CALL TO ORDER BY CHAIRMAN

2. ROLL CALL

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

Also Present: Mark J. Andrews, Town Administrator

3. ANNOUNCEMENTS

1. Wareham Historical Society, Old Methodist Meeting House, 495 Main Street, Wareham, MA – President's Day Celebration, February 21, 2011 at 7:00 p.m. Call 508-273-0069 for more information.
2. Friends of the Wareham Free Library and A.D. Makepeace Company invite the public to attend the "Fore" for the Friends fundraiser on Sunday, February 20, 2011.
3. Wareham Recycling Committee is seeking new members. There are openings for three (3) members-at-large positions.
4. Wareham School Department is holding a Bullying Prevention Discussion Seminar at the Middle School which is being televised live now on Comcast Channel 97 or Verizon Channel 28.
5. Stop the Violence-Increase the Peace rally will be held on Saturday, February 26, 2011 at 6:30 p.m. at the Wareham High School gymnasium. Former Boston Celtic Chris Herren will be the guest speaker.

4. CITIZENS PARTICIPATION

Mr. Dave Walton of Agawam Beach thanked the Board for the meeting regarding the sewer project at Agawam Beach. Chairman Donahue announced that the Sewer Commissioners will be meeting with the Agawam Beach neighborhood on February 19, 2011 at 10:00 a.m. in the Town Hall Cafeteria for the purpose of discussing the sewer project and to answer questions.

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-15-2011 (CONT'D)

Mr. Dave Smith of the Friends of Wareham Community Pathways announced a meeting between the Town Administrator and the Massachusetts Department of Transportation marking the beginning of the building of the Wareham Pathway Bike path. The public meeting will be on March 9, 2011 at 9:00 a.m. in the Town Hall cafeteria.

Ms. Jackie Lindsay of the Wareham Village Association seeking volunteers for the Swan Festival which will be held on July 9, 2011.

Mr. Jack Dixon of the Wareham Recycling Committee thanking the Town Administrator for his assistance to the committee.

5. TOWN ADMINISTRATOR EVALUATION

Mr. Andrews presented his self evaluation by first expressing his appreciation of the opportunity to continue to serve the Town of Wareham. He lists some of his goals and the accomplishments that have been reached including, but not limited to,

- 1) continued improvement of the Town's fiscal stability; unifying the budgetary process; the addition of new personnel e.g. library director, building inspector, director of inspectional services, assistant town accountant, assistant harbor master and financial analyst. Mr. Andrews continues to work with department heads to update licensing and permitting fees to bring in additional revenue to the Town while reducing the legal expenditures by approximately 21%.
- 2) the overall organizational effectiveness of the Town by setting clear organizational goals for all departments in respect to procedures and fiscal responsibility. Additionally, 5 out of 11 bargaining agreements have been settled. Weekly leadership meetings are held along with initiating leadership accountability. He stated that he is working on the 2nd "Take Pride in Wareham" program spur economic growth by bringing in new business and creating jobs.
- 3) pledges to continue work on internal and external communications by meeting individually with each leadership team member weekly along with establishment of the "Open Office Hours" on Thursdays between 3 – 5 p.m. where anyone can meet with him without an appointment. These meetings help reduce the amount of time expended under the Citizens Participation section of the weekly Selectmen's meetings. A "mobile" open door policy has been created wherein the Town Administrator walks through both downtown Wareham and Onset village to learn what matters need to be addressed or resolved. To further promote external communications, weekly Town Administrator Reports are on the local access television channel to keep the public informed of current Town issues. Celebration and Appreciation events were held for groups and individuals who have achieved major accomplishments. The goals to strive for include improvement in time management; delegation of tasks to the leadership team and to provide new programs for education and training for staff with low or no cost professional development programs.

Selectman Holmes commends Mr. Andrews and feels that he has done a good job. He would like to see more effort placed in economic development along with more delegation of tasks to the department heads.

Selectman Cruz expressed his satisfaction with Mr. Andrews' performance and how Mr. Andrews has met his expectations. He feels that the Town Administrator has proven himself.

Selectman Winslow echoes some of Selectman Holmes' observations and stressed that the areas of time management and delegation of tasks and responsibility to the department heads needs

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-15-2011 (CONT'D)

improvement. She expressed that an effective leader is one who instills in others their ability and the drive to do things themselves along with the ambition to do better. She would like to see more that in the Town Administrator's performance. She would like to see more community discussion on the needs of the community.

Selectman Eckstrom stated that Mr. Andrews is best administrator she has worked with since serving on the Board of Selectmen. She would like to see more economic development and more delegation of authority to the department heads.

Chairman Donahue agreed with Selectman Eckstrom's observations and express her gratitude to Mr. Andrews for his assistance to her as chairman of the board. She extends her congratulations for a job well done.

MOTION: Selectman Eckstrom moved that the 'outstanding performance clause' in the Town Administrator's contract be enacted thereby giving him a 3% raise.
Selectman Holmes seconded.

VOTE: 5-0-0 (Unanimous)

6. CONSENT AGENDA

a. Authorization to sign bills and documents, etc.

Invoice from CDM re. Contract No. 1 Project No. CWSRF 3022 for \$311,829.00 to P. Gioioso & Sons, Inc.

MOTION: Selectman Cruz moved to authorize payment of Contract No. 1 Project No. CWSRF 3022 for \$311,829.00 to P. Gioioso & Sons, Inc. Selectman Eckstrom seconded

VOTE: 5-0-0 (Unanimous)

b. Interviews to the Westfield Study Committee.

Mr. David Nilson appeared before the Board and stated his background, experiences and way he would like to serve on the committee.

Mr. Robert Powilatis sent notification that he would be able to attend this meeting.

Ms. Michele Rose stated her experience, work history and the reason for her desire to serve of the committee.

Mr. James Franklin unable to attend the meeting due to family illness.

Mr. Chris Smith withdrew his application.

Mr. Joseph Mulkern appeared and listed his experience and knowledge along with his desire to serve on the committee.

Ms. Liz McDonald unable to attend the meeting.

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-15-2011 (CONT'D)

- c. Interview/Appointment to Commission on Disability and Council on Aging Board of Directors.

Commission on Disability

Mr. Joseph Mulkern appeared before the Board.

MOTION: Selectman Cruz moved to appoint Joseph Mulkern, 20 Wychunas Avenue, Buzzards Bay, MA a member of the Commission on Disability to a term to expire on June 30, 2013. Selectman Eckstrom seconded.

VOTE: 5-0-0 (Unanimous)

Council on Aging Board of Directors

Ms. Lynne Burroughs appeared before the Board and expressed her interest in serving of the Council on Aging Board of Directors. Brief discussion ensued.

MOTION: Selectman Eckstrom moved to appoint Lynne Burroughs, 8 Seventeenth Avenue, Wareham, MA a member of the Council on Aging Board of Directors to a term to expire on June 30, 2015. Chairman Donahue seconded for the purpose of discussion. Discussion ensued. Selectman Eckstrom withdrew her motion and Chairman Donahue withdrew her second.

- d. Re-appointment of Registrar.

MOTION: Selectman Eckstrom moved to re-appoint Dorothy A. Taylor, 9 East Ed Edgewater Drive, P. O. Box 283, Wareham, MA as a Registrar for the Town of Wareham effective April 1, 201 through March 31, 2014. S Selectman Winslow seconded.

VOTE: 5-0-0 (Unanimous)

- e. Discussion re: Board of Health Appointment Process.

Chairman Donahue stated that the Board of Health chairman stated that there was a consensus that the Board of Health had misstep the appointing process. There is a vacancy for a full time member and individuals may submit their applications to the Board of Selectmen. The Selectmen would send the application to the Board of Health for their recommendations to the Selectmen to make the appointment. Also the Board of Health will take corrective action to at their next meeting to correct their previous vote.

7. LICENSES & PERMITS

- a. Application from the National Multiple Sclerosis Society, c/o Drew Davis, 101A First Avenue, Suite 6, Waltham for use of Town roads to hold a MS 150 Cape Cod Getaway Bike Tour on Saturday, June 25, 2011 and Sunday, June 26, 2011.

Ms. Liz Strawn appeared on behalf of the National Multiple Sclerosis Society.

MOTION: Selectman Winslow move to approved the application from the National Multiple Sclerosis Society, c/o Drew Davis, 101A First Avenue, Suite 6,

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-15-2011 (CONT'D)

Waltham for use of Town roads to hold a MS 150 Cape Cod Getaway Bike Tour on Saturday, June 25, 2011 and Sunday, June 26, 2011.
Selectman Cruz seconded.

VOTE: 5-0-0 (Unanimous)

b. Application from Max Performance, c/o Tim Richmond, 57 Prospect Avenue, Norwood, MA for use of the Onset Bandshell and Town Pier, Onset Beach and use of Town roads for their 2nd Annual Triathlon, "Escape the Cape/Wicket Onset Triathlon", to be held on June 4, 2011 from 9:30 am to 12:30 pm. (rain date: June 5, 2011).

MOTION: Selectman Winslow moved to approve the application from Max Performance, c/o Tim Richmond, 57 Prospect Avenue, Norwood, MA for use of the Onset Bandshell and Town Pier, Onset Beach and use of Town roads for their 2nd Annual Triathlon, "Escape the Cape/Wicket Onset Triathlon", to be held on June 4, 2011 from 9:30 am to 12:30 pm. (rain date: June 5, 2011). Selectman Eckstrom seconded for purpose of discussion.

Discussion ensued regarding parking.

VOTE: 5-0-0 (Unanimous)

8. **TOWN ADMINISTRATOR'S REPORT**

A. **LEADERSHIP TEAM**

1. **Statewide Municipal Mutual Aid.** Mr. Andrews have reviewed the proposed Statewide Municipal Mutual Aid Program as crafted by Mr. Kurt N. Schwartz, Undersecretary, Law Enforcement & Fire Services and Acting Director, MEMA. On July 27, 2010, Governor Patrick signed into law Chapter 188 of the Acts of 2010 (An Act Relative to Municipal Relief). Included is the provision for cities and towns to provide mutual aid to neighboring communities when there is an emergency. Costs associated with this are borne by the community sending aid, with the understanding if/when that community needs assistance, and they will not have to pay. While this has been done on an informal level in many communities, acceptance of this by the Board would make it official.

Many communities no longer have the manpower to provide adequate assistance in emergencies and acceptance of this program would alleviate those concerns. The Statewide Municipal Mutual Aid program includes police and fire, emergency management, emergency medical services, building inspectors, engineers, health agents and inspectors, transportation, water, sewer, highway, forestry, parks and cemetery personnel and resources, as well as communications capabilities.

Attached is a report from MEMA with full details of this program.

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-15-2011 (CONT'D)

After consulting with Chief Stanley and Chairwoman Donahue, Mr. Andrews recommend that Wareham "opt-in" by Board vote.

Recommended Action: Motion for the Board to approve and authorize the Town Administrator to act on behalf of the Town of Wareham to join an agreement according to M.G.L. c. 40, §§ 4J: Public Safety Mutual Aid Agreement, effective February 15, 2011, and to authorize the Town Administrator to certify said approval and authorization on behalf of the Board of Selectmen, and notify the Massachusetts Emergency Management Agency of Wareham's participation in this program.

MOTION: Selectman Winslow moved to approve and authorize the Town Administrator to act on behalf of the Town of Wareham to join an agreement according to M.G.L. c. 40, SS 4J: Public Safety Mutual Aid Agreement, effective February 15, 2011, and to authorize the Town Administrator to certify said approval and authorization on behalf of the Board of Selectmen, and notify the Massachusetts Emergency Management Agency of Wareham's participation in this program. Selectman Cruz seconded.

VOTE: 5-0-0 (Unanimous)

2. **Operation Safe Streets**

On Friday, February 11, 2011, Mr. Andrews authorized Chief Stanley to commence with Operation Safe Streets. The Chief will report on this matter.

Chief Stanley reported of a meeting that he attended with other Board members, probation officers and parole officers where it was learned that there were about 200 active warrants outstanding in Wareham. In 48 hours, a plan was devised with the assistance of Lt. Kevin Walsh, which included probation officers, parole officers, members of the State Police Violent Fugitive Taskforce and the State Police Community Action Team. During the 32 hours of Operation Safe Street, 48 arrests were made and 177 traffic stops were made with 128 citations issued. Public safety was a paramount concern. There were 208 hours of overtime, which has been reimbursed 100% through the Municipal Police Staffing Grant.

3. **Derek Sullivan.** Derek Sullivan has joined our staff as Financial Analyst/Researcher. As you know, Mr. Sullivan was one of our Suffolk University Interns that worked on a myriad of financial projects, including our Betterment Program Analysis, the MOU for non-profits, Wareham Works, and other fiscal projects. Mr. Sullivan is a 2010 graduate of the Masters of Public Administration program at Suffolk University.

B. **BUDGET REVIEW COMMITTEE UPDATE**

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-15-2011 (CONT'D)

On Friday, February 11, 2011, Mr. Andrews convened the Budget Review Committee at 10:00AM in the Board's Meeting Room. This segment was televised and open to the general public. The Committee discussed various budgetary planning items, including the prospect of a Meals Tax Increase as a Local Option Program. This program is projected to provide \$402,000 (estimate by Massachusetts Department of Revenue). The discussion centered on communities around us and how to proceed—the School Committee would need to request that the Board place this revenue measure on the Spring Town Meeting Warrant. This measure would then be before the members of Town Meeting for consideration and implementation would take place for FY2013. Also, I proposed a plan to send a letter to Governor Patrick and our Local Legislature Delegation expressing our concern for "Gateway Towns" (please see D below). Mr. Andrews propose "Gateway Towns" that include Wareham that has certain needs. Mr. Andrews will keep the Board posted.

C. CAPE COD CANAL 100-YEAR ANNIVERSARY

For the Board's information, Mr. Andrews will be working with Jackie Lindsey, Wareham Village Association, on a celebration of the Cape Cod Canal for the 100th anniversary coming up in 2014. Mr. Andrews attached a copy of the program from the 50th Anniversary, which was available at the Wareham Free Library and Denise Medeiros, Library Director, provided us with a copy. With the Cape Cod Canal being one of the top attractions in this area, this is expected to be an event that will attract visitors and encourage resident participation as well. Mr. Andrews will keep the Board posted on this important project.

D. GOVERNOR PATRICK TO CREATE SCHOOL STRATEGY FOR GATEWAY CITIES

On Friday, February 4, 2011, the Governor led a discussion with Education Leaders in Worcester, including Secretary of Education Paul Reville. The so-called "Gateway Cities," where education programs according to statistics from a Mass. INC Study, lags far behind wealthy municipalities, sustaining achievement gaps. Mr. Andrews proposed that Gov. Patrick create "Gateway Towns," that provide an awareness of our respective needs and resources. Mr. Andrews wanted to draft a letter for the Board's review and consideration for the next meeting.

9. TOWN BUSINESS

- a. Vote on Statewide Municipal Mutual Aid – Police. (Previously presented under Town Administrator's Report)

- b. Police Tow List Policy Discussion.

Chairman Donahue read the recommendations from Chief Stanley in which he stated that he has scheduled a meeting with March 1, 2011 with the current tow companies on the list. The Chief recommends that the current number of 4 tow companies is

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-15-2011 (CONT'D)

excessive for the size of Wareham. Through attrition, he recommends that the number be reduced to 2 companies. A brief discussion ensued.

MOTION: Selectman Eckstrom moved that the Selectmen defer the decision for adding additional companies to the Tow list to the Police Department. Selectman Holmes seconded.

VOTE: 4-1-0 (Selectman Winslow opposed)

c. Westfield Discussion

Deferred to the Selectmen's Meeting on Saturday. Selectman Holmes suggested a format to be used to appoint the members for the Westfield RFP Review Committee and will present it to the Board on Saturday's meeting (February 19, 2011). Due to the holiday on February 21, 2011, the first meeting for the Westfield RFP Review Committee will on held on Thursday, February 24, 201.

d. ABCC re. seasonal estimates.

MOTION: Selectman Eckstrom moved to approve the letter to the ABCC (Alcoholic Beverages Control Commission) that states that acting under the authority contained in MGL c. 138, sec. 17 as amended, the undersigned Wareham Board of Selectmen local licensing authority at a meeting held on February 15, 2011, estimated that the temporary increased resident population of the Town of Wareham as of July 2011 would be 44,000. Selectman Winslow seconded.

VOTE: 5-0-0 (Unanimous)

e. Any other town business

Chief Stanley mentioned the purchase of two all terrain vehicles (ATV) and marked trailer. These items were purchased with a Federal Grant for \$22,000 which Police Officer Christopher Smith was instrumental in researching best equipment and writing the grant.

Selectman Eckstrom briefly mentioned that the same year (2014) of the Cape Cod Canal 100 year anniversary would be Wareham's 275 anniversary.

Selectman Cruz will be presenting a list of the Executive Session Meeting Minutes that have been reviewed by himself, Mr. Andrews, staff and Attorney Bowen that have been approved for release to the public. This will be placed on the March 1, 2011 meeting agenda.

10. SEWER BUSINESS

a. Any other sewer business

13 ADJOURNMENT

Chairman Donahue announced that the Board will entered Executive Session for the purpose of strategy regarding security personnel and will not be coming back into open session.

SELECTMEN/SEWER COMMISSIONERS MEETING - 2-15-2011 (CONT'D)

MOTION: Selectman Eckstrom moved to go into Executive Session for the purpose to discuss the deployment of or strategy regarding security personnel or or devise and the chair so declares. Selectman Winslow seconded.

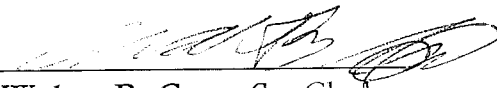
VOTE: Polled

Selectman Eckstrom – affirmative
Selectman Winslow – affirmative
Selectman Cruz – affirmative
Selectman Holmes – affirmative
Chairman Donahue – affirmative

13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

Respectfully submitted,
Rebecca R. Benitez-Figueroa
Transcriptionist

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

Attest: 
Walter B. Cruz, Sr. Clerk

Date Signed: 11-1-11
Date sent to the Town Clerk: 11-4-11