

## **MINUTES OF MEETING OF SELECTMEN /SEWER COMMISSIONERS**

Date of Meeting: October 25, 2011

Date of Transcription: October 28, 2011

Transcribed by: Janet Wilson

### **1. CALL MEETING TO ORDER BY CHAIRMAN**

Chairman Cruz called the meeting to order at 6:00 p.m.

### **2. ROLL CALL**

Selectmen Present: Walter B. Cruz, Sr., Chairman  
Stephen M. Holmes, Clerk  
Cara A. Winslow arrived at 6:30 p.m.  
Ellen M. Begley  
J. Michael Schneider

Also present: Mark J. Andrews, Town Administrator

### **3. ANNOUNCEMENT**

Town Meeting starts at 7:00 p.m. this evening and if it's not finished tonight then it will continue onto tomorrow evening and then next Monday at 7:00 pm.

The Friends of the Wareham Elderly will be having a Christmas Party on December 14<sup>th</sup> at 12:00 noon at the Multi Service Center. All 60+ seniors are invited and tickets are \$10.00.

Elvis will be performing for The Friends of the Wareham Elderly at the Elks on November 19<sup>th</sup> at 8:00 and the doors open at 7:00 p.m.

The Veterans Day parade will be held on November 11, 2011 and will start at Besse Park.

### **4. CITIZENS PARTICIPATION**

(None)

### **5. DISCUSSION RE: WESTFIELD**

Mr. Andrews provided the board with a memo outlining an update on the work being conducted with Peter Sanborn and the CEDA office.

### **6. CONSENT AGENDA**

SELECTMEN/SEWER COMMISSIONERS MEETING - 10-25-11 (CONT'D)

- a. Authorization to sign bills and documents, etc. (none)
- b. Authorization to approve and sign the legal bills. (none)
- c. Approval of regular session meeting minutes: October 11, 2011 and October 18, 2011

**MOTION:** Selectman Holmes moved to approve the meeting minutes of October 11, 2011. Selectman Schneider seconded for discussion and stated that the new policy should be attached to the minutes and withdrew his second. Selectman Holmes moved to approve the minutes subject to inserting the correct up to date approved access to town counsel policy. Selectman Schneider seconded then some discussion ensued on the date of the policy and advised that it should be changed.

**MOTION:** Selectman Homes moved to postpone the meeting minutes of October 11, 2011 until next week.

**MOTION:** Selectman Holmes moved to approve the meeting minutes of October 18, 2011. Selectman Schneider seconded

**VOTE: 4-0-0 (Unanimous)**

**7. LICENSES & PERMITS**  
(NONE)

**8. TOWN ADMINISTRATOR'S REPORT**

**LEADERSHIP TEAM UPDATE**

Mr. Andrews asked that Mr. Foster come before the board to talk about the hiring of the new Town Accountant.

Present before the board: John Foster, Town Treasurer/Collector  
Mr. Foster stated that he was on the review committee and they had nine applicants to review and on Thursday, September 8<sup>th</sup> eight candidates were interviewed and the top two were presented to Mr. Andrews. The top two at that time had no municipal experience however they were qualified private sector accountants. The second interview was held with Mr. Andrews and subsequent to that both candidates were offered the job one at a time and both declined. At that time the ad went out for a second posting with at Oct 14<sup>th</sup> deadline and at that time they received six applicants to review and one proposal from Justin Cole from Bay State Municipal Accounting Group. One of the applications from the first round was included in the six and one appeared to also be applying for the Data Collector Assessing position. The Committee met with one individual from that group that had the qualifications and they interviewed her along with the proposal from Justin Cole on Thursday, October 20<sup>th</sup> and at that time they felt that the candidate didn't meet the needs of the

town, she had municipal experience and even she had questions as to whether not she could handle the job during the interview. They did review the proposal from Mr. Cole and stated that he is currently the Town of Uxbridge's Town Accountant. Mr. Foster stated that the town does need to hire a Town Accountant immediately to ensure that the tax bills are sent out on time. Mr. Andrews stated that he has talked with references that Mr. Cole had provided and did talk with Town Administrators in Grafton, Northborough and have also talked with Finance Directors and what Mr. Cole has to offer at this critical juncture is right on target. Selectman Begley stated that she was on the search committee and if the board went with Mr. Cole they would not be on the hook at anytime for benefits and that they could opt out at anytime. Selectman Schneider stated that the town's financial situation has been in disarray for years and they have come up with a creative solution for the range of services. (**Selectman Winslow arrived at this point**) Selectman Holmes had some question regarding the contract and asked if the one that he had before him was indeed from October 28<sup>th</sup> thru December 31<sup>st</sup> for a cost of \$33,250 and if there was going to be any additional fees for travel. Mr. Foster stated that there would be no additional costs for travel. Selectman Holmes then asked if this went out to bid and if it was legal? Mr. Foster stated that it didn't go out to bid and Selectman Schneider stated that it wouldn't have to go out for bid because they are a consulting firm. Selectman Holmes stated that he would like to see Phase I and II of the contract and doesn't want this to get lost in a hole and have this person stay on year after year. Selectman Winslow had some concerns about not going out for an RFP, they didn't review other firms and taking the first person that comes to them along with the first set of numbers they throw at you. She stated that we are spending \$33,000 between now and December 31<sup>st</sup> and don't even know if this is the going rate and if this is the best firm. Mr. Andrews said this is a public process and that under 30B section 16 Accountants are exempt. Mr. Heath came before the board and stated that he did ask Mr. Cole questions such as are you bonded? Do you have a surety in place? Are you familiar with the Vadar system all of which he answered yes?

**MOTION:** Selectman Schneider moved to ratify the decision of the Town Administrator to appoint Justin Cole Bay State Municipal Accounting Group, Inc as the Town Accountant for the period October 28, 2011 through December 31, 2011. Selectman Holmes said he didn't like the word Town Accountant in the motion and would like the to have it ready the Accounting Firm. The board didn't change the vote so Selectman Holmes voted against due to the wording of the motion.

**VOTE: 3-0-2 (Selectman Winslow & Holmes opposed)**

9. **TOWN BUSINESS**

- a. Discussion re: Transportation issues (not discussed)
- b. Any town business

10. **SEWER BUSINESS**  
(none)

11. **LIAISON REPORTS**  
(none)

12. **ADJOURNMENT**

Selectman Winslow moved to adjourn. Selectman Begley 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: 11-15-11

Attest:

  
**Stephen M. Holmes, Clerk**

Date Signed: 11-15-11

Date sent to the Town Clerk: 11-17-11



# TOWN of WAREHAM

## Board of Selectmen/Sewer Commissioners

### Meeting Agenda

6:00 PM – Wareham High School Cafeteria, 7 Viking Drive, Wareham Massachusetts

1. **CALL TO ORDER BY CHAIRMAN**
2. **ROLL CALL**
3. **ANNOUNCEMENTS**
4. **CITIZENS PARTICIPATION**
5. **DISCUSSION RE. WESTFIELD**
6. **CONSENT AGENDA**
  - a. Authorization to sign bills and documents, etc.
  - b. Authorization to approve and sign the legal bills.
  - c. Approval of regular session meeting minutes: October 11, 2011 and October 18, 2011.
7. **LICENSES & PERMITS**

None
8. **TOWN ADMINISTRATOR'S REPORT**
  - a. Leadership Team.
  - b. Federal Transportation Programs & CDBG Update.
  - c. Pre-Town Meeting.
  - d. Massachusetts Municipal Manager Association Update.

Status Report of ongoing issues/projects.
9. **TOWN BUSINESS**
  - a. Discussion re. transportation issues.
  - b. Any town business.
10. **SEWER BUSINESS**
  - a. Any sewer business.

- 11. LIAISON REPORTS**
- 12. ADJOURNMENT**
- 13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD**

11/17/2011