



TOWN of WAREHAM

Board of Selectmen/Sewer Commissioners

Meeting Agenda

7:00 P.M. Wareham Multi Service Center, Selectmen's Meeting Room 320, 48 Marion Road,
Wareham, MA

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. Approval of the November 6, 2012 meeting minutes.
6. **LICENSES AND PERMITS**
 - a. Change of corporate name for McDonalds (common vict. license).
7. **SEWER BUSINESS**
 - a. Special Legislation for sewer commissioners.
 - b. Funding source for contract 2.
 - c. Setting of betterment and interest rate.
 - d. Any other sewer business.
8. **TOWN BUSINESS**
 - a. Discussion with Roy Edwards from Nemasket Kayak.
 - b. Discussion re. increase fees for municipal lien certificates.
 - c. CDBG Mini Entitlement Grant.
 - d. SRPEDD re. Southcoast Rail Technical Assistant.
 - e. Review and discussion of Town Administrator applications and/or possible vote.
 - f. Discussion of Town Meeting guidelines.
 - g. Any other Town business not reasonably anticipated 48 hours prior to the posting of this meeting.
9. **TOWN ADMINISTRATOR'S REPORT**
 - a. Acceptance of Chapter 32B, sections 21-23.
10. **LIAISON REPORTS**
11. **ADJOURNMENT**
12. **SIGNING OF DOCUMENTS APPROVED BY THE BOARD**

MINUTES OF MEETING OF SELECTMEN / SEWER COMMISSIONERS

Date of Meeting: December 4, 2012
Date of Transcription: December 5, 2012
Transcribed by: Janet Wilson

1. CALL MEETING TO ORDER BY CHAIRMAN

Chairman Holmes called the meeting to order

2. ROLL CALL

Selectmen Present: Stephen M. Holmes, Chairman
Cara A. Winslow, Clerk
Ellen M. Begley
Alan H. Slavin
Peter Teitelbaum

Also present: Derek Sullivan, Interim Town Administrator

3. ANNOUNCEMENTS

The Christmas Parade will be held on Saturday, December 8th at 3pm. They will serve hot chocolate at the Methodist Meeting House and they are also having a bake sale and all proceeds will go to the Hurricane Sandy victims.

The Harbormasters Office will start selling dump stickers on December 17th

The Onset Bay Association will be having a New Years Eve Party at the Bay Pointe Country Club. Tickets are \$50 per person.

The Wareham Police Association is beginning its winter fundraiser. It started on December 2nd and runs for the month of December. The hours of calling will be from 9am to 8pm.

4. CITIZENS PARTICIPATION

Present before the board: Jim Newman

Mr. Newman wanted to thank everyone who helped with the Veterans' Day Parade. He said that Sharon Boyer and Bob White will be in charge of running the parade for the next few years.

Present before the board: Ron Robinson

Mr. Robinson was before the board asking if the betterment for contract 2 was going to be set this evening as well as the interest rate?

5. CONSENT AGENDA

SELECTMEN/SEWER COMMISSIONERS MEETING 12-4-12
(CONT'D)

- a. Authorization to sign bills and documents, etc. (none)
- b. Approval of the November 6, 2012 meeting minutes.

MOTION: Selectman Winslow moved to approve the meeting minutes of November 6, 2012 as written. Selectman Teitelbaum seconded.

VOTE: 5-0-0 (unanimous)

6. LICENSES & PERMITS

- a. Change of corporate name for McDonalds (Common Vict. License)

MOTION: Selectman Winslow moved to approve the corporate name change on the Common Victualler license to CJJ, Inc. d/b/a McDonald's, 3022 Cranberry Highway, E. Wareham, MA. Selectman Slavin seconded.

VOTE: 5-0-0 (unanimous)

7. SEWER BUSINESS

- a. Special Legislation for sewer commissioners

Selectman Winslow asked why the proposed article had a change? She was concerned that the Board of Selectmen and the Town Administrator were left out of the equation.

- b. Funding source for contract 2.

The board had some questions as to how the DOR wishes to handle the situation with the deficit as well as is the town going to be able to bond the entire project? Mr. Sullivan is waiting for response from the DOR.

- c. Setting of betterment and interest rate.

The betterment was capped at \$18,000 at town meeting.

MOTION: Selectman Winslow moved to set the betterment for contract 2 at \$18,000 per bettered property. Selectman Teitelbaum seconded.

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

MOTION: Selectman Winslow moved to set the interest rate on contract 2 the same as contract 1 at 2.5%. Selectman Teitelbaum seconded.

VOTE: 3-1-1 (Selectman Begley opposed, Selectman Slavin abstained)

- d. Any other sewer business

8. TOWN BUSINESS

- a. Discussion with Roy Edwards from Nemasket Kayak.

Present before the board: Roy Edwards

Mr. Edwards was before the board with a proposal to use the Bathhouse Pavilion for the rentals of kayaks, canoes and stand-up paddleboards.

- b. Discussion re: Increase fees for municipal lien certificates

Selectman Slavin checked into this and said that the Town of Rochester passed this thru Town meeting however, we wouldn't have to and the Town Administrator

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(CONT'D)

can increase the fees. Attorney Bowen said that since the Treasurer/Collector is asking to increase the fee and he's not an elected official he can increase the fee without having to go thru the Board of Selectmen.

c. CDBG Mini Entitlement Grant

Present before the board: Salvatore Pina, CEDA Director

Mr. Pina was asking for an extension on the FY11 grant to David Newton from the Department of Housing & Community Development. The Chairman of the Board of Selectmen has to sign the letter in order for this to be sent. This extension would complete a housing rehabilitation project currently underway and also to allow the Library to expend the remainder of it's Literacy program funds.

d. SRPEDD re: Southcoast Rail Technical Assistant

Present before the board: Salvatore Pina, CEDA Director

Selectman Winslow read into the record the agreement between the Town of Wareham and SRPEDD re: Southcoast Rail Technical Assistance (as attached).

e. Review and discussion of Town Administrator applications and/or possible vote.

The board discussed the application received from Derek Sullivan for the position of Town Administrator that was posted.

MOTION: Selectman Winslow moved to hire Derek Sullivan for the position of Town Administrator upon successful completion of contract negotiations.
Selectman Teitelbaum seconded.

VOTE: 5-0-0 (unanimous)

f. Discussion of Town Meeting guidelines

The board would like to write a policy and work with the Town Moderator, Town Counsel as well as the Town Administrator to help streamline to process to assist in the scheduling of matters on articles for Town Meeting.

g. Any other Town business not reasonably anticipated 48 hours prior to the posting of this meeting.

9. TOWN ADMINISTRATOR'S REPORT

a. Acceptance of Chapter 32b, sections 21-23

Present before the board: Ginger Hasting, Group Benefits Strategy

Ms. Hastings stated that in July of 2011 the Governor signed the Massachusetts Health Care Reform Act, which gives cities and towns as well as regional school districts leverage in allowing them to make plan design changes. The first step would be to get the town to accept this. The savings would come from changes in co-payments.

MOTION: Selectman Winslow moved the board accept the provisions of Chapter 32b, sections 21-23. Selectman Slavin seconded.

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

SELECTMEN/SEWER COMMISSIONERS MEETING 12-4-12
(CONT'D)

Mr. Sullivan had the LA5 document that needs signatures from the Board. The DOR has approved the growth and the LA4.

Mr. Sullivan asked for the board to designate a member to attend discussion regarding the solar and wind articles recently approved at Town Meeting.

MOTION: Selectman Begley moved that Selectman Winslow serve on behalf of the board for the discussion regarding the solar and wind approved at town meeting. Selectman Teitelbaum seconded.

VOTE: 5-0-0 (unanimous)

10. LIAISON REPORTS

Selectman Slavin said that the meals tax bill has moved onto the Senate and Senator Pacheco's office should be getting this done this week.

11. ADJOURNMENT

Selectman Winslow moved to adjourn. Selectman Slavin seconded.

VOTE: 5-0-0 (unanimous)

12. 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: *12-18-12*

Attest: *Cara A. Winslow*
Cara A. Winslow, Clerk

Date Signed: *1-8-13*

Date sent to the Town Clerk: *1-9-13*

Attachment 12/4/12
Meeting minutes

**TOWN OF WAREHAM
SOUTH COAST RAIL TECHNICAL ASSISTANCE**

This Cooperative Agreement made as of this the _____ day of _____, by and between the Town of Wareham and the Southeastern Regional Planning & Economic Development District (SRPEDD);

WITNESS TO:

WHEREAS Wareham has requested SRPEDD assist with the development of a streetscape concept plan and preliminary cost for Merchants Way in Wareham's Village area.

WHEREAS SRPEDD has agreed to allocate a portion of its South Coast Rail Technical Assistance grant from the Commonwealth of Massachusetts for this purpose; and,

WHEREAS the Town of Wareham has pledged to act in good faith to adopt and to implement the product that is deemed by both parties to be complete.

NOW, THEREFORE, the parties hereto do mutually covenant and agree as follows:

1. **SCOPE OF SERVICES:** The services to be performed by SRPEDD and the Town of Wareham under this Cooperative Agreement are detailed in Attachment A.
2. **TIME OF PERFORMANCE:** The services to be performed under the Cooperative Agreement shall commence on December 1, 2012 and all services required hereunder shall be performed on or before June 15, 2013.
3. **PAYMENT:** The total cost of the services to be performed by SRPEDD shall not exceed \$15,000.00. These funds will come from SRPEDD's South Coast Rail Technical Assistance account and shall be performed at no cost to the Town of Wareham.

Representing Wareham:

Representing SRPEDD:

Stephen Holmes Chair, BOS

Stephen C. Smith, Executive Director

ATTACHMENT A
Town of Wareham
South Coast Rail Technical Assistance
Scope of Work

Date Announced: October 10, 2012
Completion Date: June 15, 2012
Technical Assistance: [Maximum of] \$15,000.00

SUMMARY OF REQUEST

To assist the Town of Wareham with the hiring of a consultant or team of consultants to develop a concept plan and preliminary cost for Merchants Way in Wareham's Village area. The concept plan will include improved pedestrian-friendly access, bike path/route, street trees, lighting, way finding signage, and traffic and circulation options.

WORK PROGRAM

SRPEDD shall complete the following tasks:

1. **Prepare a draft RFP**
 - SRPEDD staff will prepare a draft Request for Proposal (RFP) and forward it to town officials for review and revisions.
 - The Town will review the draft RFP and work with SRPEDD staff to prepare the final RFP document
2. **Post the RFP and handle the processing of the submittals**
 - SRPEDD staff will make any final edits (as needed) based on the input from Town officials.
 - SRPEDD will post the RFP.
 - SRPEDD will handle the submittals and provide copies to the city.
 - SRPEDD will arrange interviews with consultants if needed as part of the RFP review.
 - The Town will review submittals, submit comments to SRPEDD and attend interviews if needed.
 - SRPEDD will execute the contract with the vendor of choice. The vendor will then complete the work under the guidance of the Town.
3. **Public meetings**
 - The Town will coordinate efforts to ensure the success of the vision of potential development.
 - The Town will arrange public meeting times as needed with the consultant and provide meeting locations, create an agenda and post the meeting with Town Clerk.
 - The Consultant will prepare draft and final renderings.
 - The Consultant will prepare and provide any documents and copies sufficient for meeting attendees, Boards and/or PowerPoint presentation for the meeting/workshops.

SRPEDD Deliverables:

- Draft and final RFP.
- Support for meeting/workshops.
- Attendance at a maximum of four (4) meetings by SRPEDD staff.

Consultant Deliverables:

- Draft renderings of potential development.
- Final renderings of potential development.
- Supporting boards and/or Power-point presentations for public meeting/workshops.