



TOWN of WAREHAM

Board of Selectmen/Sewer Commissioners

Meeting Agenda

7:00 P.M. Multi-Service Center, Room 320, 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. Approval of regular session meeting minutes of May 28, 2013; executive session May 28, 2013.
 - c. Reappointment to Bike Path Committee; Cemetery Commissioner; Constables
 - d. Interview and or Appointment to the Library Board of Trustees.
- 6. LICENSES AND PERMITS**
- 7. SEWER BUSINESS**
 - a. Funding source for contract 2.
 - b. Vote on sewer commitment - Elm Street.
 - b. Any other sewer business
- 8. TOWN BUSINESS**
 - a. Discussion and possible vote on the Cable Contract with WCTV.
 - b. Discussion and possible vote on Oak Grove Cape Verdean Cultural Center.
 - c. Discussion re. Summer 2014 Celebrations.
 - d. Discussion with Sage Stone re. solar projects.
 - e. Discussion and vote on community septic management program bond.
 - f. Discussion on guidance to Town Administrator for the next year.
 - g. Assignment of policies.
 - h. Discussion and possible vote to remove COA members.
 - i. Discussion and affirmatory vote on the hiring of the Director of Inspectional Services.
 - j. Discussion and reform Master Plan Committee – update 1998 Master Plan.
 - k. Discussion and vote on MWPAT Title 5 loan.

MINUTES OF MEETING OF SELECTMEN/SEWER COMMISSIONERS

Date of Meeting: June 11, 2013
Date of Transcription: June 12, 2013
Transcribed by: Janet Wilson

1. CALL MEETING TO ORDER BY CHAIRMAN

2. ROLL CALL

Selectmen Present: Peter W. Teitelbaum, Chairman
Alan H. Slavin, Clerk
Stephen M. Holmes
Patrick G. Tropeano, Absent
Judith Whiteside

Also present: Derek Sullivan, Town Administrator

3. ANNOUNCEMENTS

Selectman Holmes urged residents to drive by the Bay Pointe Country Club and look at all the work they have done. Chairman Teitelbaum said that he has also been by and agrees that the facility does look look.

The Cranberry Coast Concerts kicks off the season this Saturday at 4pm in Onset and Sunday at 4pm in Attleboro.

Vacancies exist on the Finance Committee, Planning Board as well as the Capital Planning Committee.

The Wareham Summer of Celebration 2014 Yard Sale will take place on Saturday, June 22nd from 10am-4pm

Town Meeting will reconvene on Tuesday, June 18th at 7pm at the Wareham High School Auditorium

Wareham Gatemen opened up their season this past weekend with a tribute to Joe Walsh.

4. CITIZENS PARTICIPATION

Present before the board: Claire Smith, Town Moderator
Ms. Smith wanted to thank WCTV and everyone who donated and volunteered at the auction to benefit the Guyon Rescue. She said it was a well-organized event.

SELECTMEN/SEWER COMMISSIONERS MEETING - 6-11-13 (CONT'D)

- a. Funding source for contract 2

Selectman Slavin suggested having a meeting on a different night to come up with an idea on to handle this.

- b. Vote on sewer commitment - Elm Street

Present before the board: Guy Campinha

Money is owed in the amount of \$12,894.14 due from 2010.

MOTION Selectman Holmes moved to accept the letter and forward to Mr. Foster to bill the customer in the amount of \$12, 894.14. Selectman Whiteside seconded.

VOTE: 4-0-0 (unanimous)

- c. Any other sewer business

8. TOWN BUSINESS

- a. Discussion and possible vote on the Cable Contract with WCTV

Present before the board: Attorney Ishishara, Jay Heard & Peter Barrows

MOTION: Selectman Holmes moved that the board accept both the main contract between the Town of Wareham and WCTV and the proposed payment contract with WCTV between the Town which will bring our contract up to date and will relieve and remediate all the past payment issues so that we are up to date as of June 11, 2013. Selectman Slavin seconded. Selectman Whiteside asked if this should be done in two motions. Both Selectman Holmes and Slavin withdrew their motions.

MOTION: Selectman Holmes moved that the board sign accept and execute the contract between WCTV and the Town of Wareham for their services provided to the Town. Selectman Slavin seconded.

VOTE: 4-0-0 (unanimous)

MOTION: Selectman Holmes moved that the board execute the payment plan agreement between the Town of Wareham and WCTV which brings all of the past payments up to date and moving forward to the future. Selectman Slavin seconded.

VOTE: 4-0-0 (unanimous)

- b. Discussion and possible vote on Oak Grove Cape Verdean Cultural Center

Present before the board: Attorney Rich Bowen & Attorney DeMiranda

Attorney Bowen read the Lease Amendment to the Oak Grove Lease (as attached)

MOTION: Selectman Holmes moved that the board execute lease agreement 1 between the Town of Wareham and the Oak Grove Cape Verdean Cultural Center on the 11th day of June 2013. Selectman Slavin seconded for discussion. Selectman Whiteside asked if the School Committee would have to sign as the amendment and also asked if town meeting would need to vote since it's over 5 years. Attorney Bowen said that Town Meeting as already approved the lease for 99 years and that yes the School Committee should sign.

VOTE: 4-0-0 (unanimous)

SELECTMEN/SEWER COMMISSIONERS MEETING - 6-11-13 (CONT'D)

MOTION: Selectman Slavin moved to ratify the hiring of the Director of Inspectional Services for the job offered by Mr. Sullivan. Selectman Whiteside seconded.

VOTE: 4-0-0 (unanimous)

- j. Discussion and reform Master Plan Committee – update 1998 Master plan

This will be placed on a future agenda. The last time the plan was updated was back in 1998 and should be done every 5-10 years. Members should include the Town Planner, a member of the Board of Selectmen and 5 at large members.

- k. Discussion and vote on MWPAT Title 5 loan (item same as item e)
- l. Discussion on litter/trash barrels, etc.

Mr. Sullivan would like to implement a carry in and carry out policy on all town beaches. The board was in favor of this policy.

MOTION: Selectman Slavin moved to adopt the carry in and carry out policy effective today as outlined by Mr. Sullivan. Selectman Holmes seconded.

VOTE: 4-0-0 (unanimous)

- m. Discussion and vote on stabilization account policy

MOTION: Selectman Holmes moved to adopt the policy as written by Mr. Sullivan. Selectman Whiteside seconded.

VOTE: 4-0-0 (unanimous)

- n. Discussion and possible vote on special town meeting articles
- The board would discuss this next Tuesday at their 6pm meeting prior to Town Meeting.

- o. Employee cookout
- The Board of Selectmen will be having a employee appreciation cookout on Thursday, June 20, 2013 from 12-2pm

- p. Any other town business not reasonably anticipated 48 hours prior to the posting of this meeting

9. TOWN ADMINISTRATORS REPORT

Mr. Sullivan said by contract and MGL the Police Chief's position is a strong Chief which means that he has control of all vehicle equipment or motor vehicles used by the Police Department.

Mr. Sullivan provided the board with April's expenditure and revenue report. He will before the Finance Committee seeking transfers. Some discussion ensued on the transfers and budgets.

Mr. Sullivan spoke about the town never adopting the statutes to remove snow and ice from private ways. A letter was supplied to the board from the IG's office to the

Attachment 6/11/13
meeting minutes

LEASE AMENDMENT No. 1

Whereas, the Town of Wareham and Oak Grove Cape Verdean Cultural Center entered into a Lease dated September 1, 2009 for the Oak Grove School, a copy of which is attached hereto as Exhibit A;

Whereas, the parties deem it expedient to modify the terms of that Lease;

Now therefore, as of this ____ day of June, 2013, the parties agree that the Lease shall be amended as follows, and that all other terms shall remain in effect:

Article A:

Delete the following:

"3.1 Initial Improvements. (a) Tenant shall commence work on the improvements (the "**Initial Improvements**") described in Exhibit B attached hereto and incorporated herein (the "**Schematic Design Plans**") as soon as reasonably possible following the Commencement Date but not later than two (2) years after the date hereof (the "**Outside Construction Start Date**")..."

Insert the following:

"3.1 Initial Improvements. (a) Tenant shall commence work on the improvements (the "**Initial Improvements**") described in Exhibit B attached hereto and incorporated herein (the "**Schematic Design Plans**") as soon as reasonably possible following the Commencement Date but not later than ten (10) years after the date hereof (the "**Outside Construction Start Date**")..."

Article B:

Delete the following:

"3.3 Final Completion Date; Approval and Delivery of Final Plans. Final Completion Date shall be on or before four (4) years from the Commencement Date..."

Insert the following:

"3.3 Final Completion Date; Approval and Delivery of Final Plans. Final Completion Date shall be on or before fifteen (15) years from the Commencement Date..."

TUESDAY, JUNE 11, 2013

NEW BEDFORD, MA

Attachment

6/11/13 meeting minutes

New Bedford company pitches waste proposals to Cape towns

By PATRICK CASSIDY
pcassidy@capecodonline.com

NEW BEDFORD — It doesn't look like much right now but if Michael Camara has his way, a 68-acre parcel of wooded land just off the Cranberry Highway in Rochester will soon host an environment-friendly facility capable of processing refuse and recyclables communities on Cape Cod and elsewhere produce.

"It's a viable green project," Camara said Monday during an interview inside the offices of his family's company, New Bedford Waste Services, LLC, on Shawmut Avenue.

In late December, Camara told The Standard-Times that ABC Disposal, of which he is president, is developing a new technology, which it plans to use at a new facility in Rochester, to turn trash into a coal substitute.

The solid waste and recycling company plans to demolish the building currently at a site it owns on Cranberry Highway and build an 89,000-square-foot, solar-powered facility to process solid waste.

The new facility will convert trash into fuel briquettes that can be used in industrial, coal-stoked boilers while producing fewer harmful emissions.

The facility will cost \$16 million, \$13 million of which will go toward the recycling side of the process and \$3 million toward the solid waste processing technology, Camara said.

The project has received approval from the Rochester Conservation Commission and is expected to receive approval from the Planning Board this week, he said.

Now, in what some are calling an eleventh-hour bid, Camara is vying for contracts to get his hands on trash and recyclable materials from Cape towns.

Several SouthCoast officials, contacted Monday, said they have been in happy in their dealings with Covanta SEMASS.

Freetown Town Administrator Richard Brown said the town has "a favorable rate" with SEMASS and he is "pleased" with the services it provides.

"We have been with them a long time," he said.

Brown said there are a couple of years remaining on the town's contract and he has heard nothing about a competitor approaching communities with a much better offer. "They haven't sent anything to me," he said.

Russell Bailey, a member of the Rochester Board of Health, said that town has had a contract with Covanta SEMASS for many years and is happy with its relationship.

"We have a really good deal with them," he said.

In Rochester, it is the Board of Health, who negotiates the town's contract with SEMASS.

On the Cape, officials involved in the negotiations for new disposal contracts say that while Camara's proposed facility sounds interesting and his price of \$60 per ton is between \$6.50 and \$11.50 less than Covanta's latest offer, they still have concerns about permitting and his ability to deliver on his promises.

"What they're offering, is the kind of thing that most consumers on the Cape would really like to get to," said Sims McGrath, chairman of the Orleans selectmen and a participant in the negotiations with Covanta.

The idea of reducing the amount of material that is burned or dumped in landfills through higher rates of recycling is a priority but it's hard to pitch constituents on a facility that doesn't exist yet, he said.

"As much as I think their pro-

gram is a preferential program, I can't see blowing off SEMASS for a maybe," McGrath said.

SEMASS business manager Thomas Cipolla said his facility has a proven track record of dependability with the towns it serves and has been through exhaustive talks with local officials.

"I think the communities are comfortable that we're going to be there for a number of years," Cipolla said.

Camara said his new facility would include both recycling and a new technology to create burnable briquettes out of solid waste that is first sorted for recyclables and cleaned of hazardous materials, Camara said.

In a building across the street from his office, Camara showed off the briquettes the company is producing using a scaled-down version of the machinery.

Solid waste is processed into Eco-Tac fuel briquettes through a proprietary technology devel-

oped by WERC-2 of Pocasset, he said, adding that the silver-dollar size gray briquettes will look more like backyard charcoal briquettes when they come out of the new facility.

The briquettes can be burned in coal plants but give off fewer emissions, less particulates and less ash than coal, he said.

The briquettes, which cannot be legally burned in Massachusetts, are being sent to prospective customers elsewhere for testing and to gauge their interest, he said, adding that the company already has letters of intent signed with customers interested in buying the briquettes as well as financing for the project.

The company is awaiting approval from the Massachusetts Department of Environmental Protection of a minor modification for its existing permit at the property where New Bedford Waste Services currently operates a transfer facility, he said.



Richard M. Stanley
Chief of Police

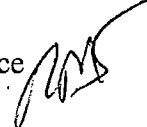
Wareham Police Department

2515 Cranberry Highway
Wareham, Massachusetts 02571
www.warehampolice.com



Phone: (508) 295-3180
Fax: (508) 291-8652

TO: Derek Sullivan, Town Administrator

FROM: Richard M. Stanley, Chief of Police 

RE: Request for Additional Funding

DATE: June 11, 2013

Attached you will find a memo dated 02/13/13 which addresses the status of the Police and Animal Control budgets for FY13. This memo details a problem in the FY13 Police Salary line item with all other accounts being stable. The memo points out what caused the problem and our attempts to recover (Chief's Memo: CM12-9, entitled "Cost Reductions", dated 12/18/12).

The second memo dated 04/12/13 referenced additional action taken to rectify the Police Salary line item by even further cost reductions after the unfunded liability of two Sergeant retirements of approximately \$60,000 in buyouts as agreed upon in the union contract (Chief's Memo: CM13-2, entitled "Further Cost Reductions", dated 04/12/13).

I have outlined below some basic costs associated with employee issues over the past year. It is important to note that we have had almost no additional training this fiscal year other than the mandatory training. In addition we have cut back the Detective Division from six to two as we attempt to cover the minimum staffing requirements of the uniformed Patrol Division. All Summer Specials have been put on hold until July 01, 2013, which has caused added stress on the police force as well as the community. Without the assistance of this work force, a danger exists and no backup is available for our regular staff.

Below lists approximate costs associated with unforeseen problems, which we had to deal with in FY13. It is important to note that no flexibility for additional patrols or for unforeseen employee illness or injury was left in the FY13 budget. We are dealing with a budget for FY13, which had a 47% overtime reduction built into it and agreed upon as voted by Town Meeting. (FY12 overtime budgeted at \$469,055 and reduced to \$220,411

in FY13, 47% reduction). To put this in perspective, our Court Overtime line item is approximately \$100,000 a year.

Officers Out

\$ 5,400 – Officer Reilly – Injured (07/10/12 – 07/17/12)
\$ 56,000 – Officer Gomes – Admin Leave / Suspension (08/11/12 – 04/19/13)
\$ 73,000 – Officer Fluegel – Sick Leave (05/14/12 – Present)
\$ 25,000 – Officer Baptiste – Sick Leave (07/04/12 – 11/09/12)
\$ 15,000 – Sgt. Park – Injured (01/19/13 – 05/02/13)
\$ 4,000 – Officer Whalen – Sick Leave (10/05/12 – 10/19/12)
\$ 73,000 – Officer Sylvester – 07/01/12 – 01/31/13 (Retired)
\$ 12,000 – Det. Allan Courchesne – Injured (04/23/13 – Present)

\$263,400 (approximate cost to fill shifts)

Communications

\$ 5,300 – Sabina Flaherty – Training (11/01/12 – 12/07/12)
\$ 6,900 – Nicole Donovan – Training (11/01/12 – 12/07/12)
(each of their shifts were filled with overtime during the five week span)
\$ 11,000 – Farrah Gray – Left employment – 01/14/13
(five shifts a week are being filled with overtime)

\$ 23,200 (approximate cost to fill shifts)

Retired Officers

Sgt. Bradford Bulgar – 01/24/13
Sgt. Glen Gifford – 01/24/13
Officer Wayne Sylvester – 01/13/13

Promotions

Officer Daniel Flaherty promoted to Sgt. 01/27/13
Officer Michael Smith promoted to Sgt. 01/27/13

When reviewing the facts regarding the Police Salary deficit, it clearly shows how we ended in this position. Without critical steps take by the Town and Police Administration we would surely be in a worse position. The service level to the public has suffered and we cannot afford to go any lower in staffing.

In summary, the approximate cost to fill the shifts associated with illness and injuries (\$263,400) combined with mandatory training and a resignation of Communications personnel (\$23,200) as well as the unfunded buyout of two Sergeants who retired (\$60,000) put us out of balance by \$346,000. Please note these issues are over and above shift fills associated with regular sick time, vacation, holidays, and personal days. We plan for those days off in our budget. I am available to answer any further questions you may have.



Richard M. Stanley
Chief of Police

Wareham Police Department

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Phone: (508) 295-3180
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TO: Derek Sullivan, Town Administrator
FROM: Chief Richard M. Stanley *EMS*
RE: Request for Additional Funding (FY13)
DATE: April 12, 2013

Attached you will find a Chief's Memo entitled "Cost Reductions" dated 12/18/12 as well as another entitled "Additional Cost Reductions" dated 04/12/13. These two internal memos coupled with your memo of 12/05/12, have all dealt with budget shortfalls both on the Town as well as the Department level.

I have cut manpower and services to a level which borders on a safety factor for the staff as well as our residents. We have put off all proactive operational and administrative activity in an attempt to simply answer calls for service. The Detective Division has been cut from five to three officers, shift strength has been reduced and managers are now assigned to run shifts in addition to other duties. The Communications Center staffing has been reduced and Sergeants will fill in for multiple positions inside, in an effort to further reduce overtime.

In our meeting at the start of the week, we had identified a salary shortfall of approximately \$175,000 with no place to turn for additional funding. Even with all of these cuts we will still be in a deficit of at least \$100,000. We are still waiting for a tropical storm Sandy reimbursement to our account of \$6,500 in salary and \$5,000 in expenses.

The reason we are in this position includes many factors, which were unforeseen and unfunded. In addition to the below issues, we are working with a budget where overtime had been reduced from \$469,055 in FY12 to \$220,411 in FY13, a 47% reduction. The major factors we have dealt with are as follows:

1. Retirement of Sgt. Glen Gifford on 01/24/13 with an unfunded buyout of \$28,460.40.

2. Retirement of Sgt. Bradford Bulgar on 01/24/13 with an unfunded buyout of \$31,327.52.
3. Cruiser accident injury of Sgt. Christopher Park on 01/10/13 who has only been at work eight days since the injury.
4. Long term suspension of a Patrol Officer from 08/11/12 to present.
5. Long term illness of a senior Patrol Officer who has been out of work undergoing treatment for all of FY13.
6. Senior Patrol Officer out for four months for a serious illness.
7. Communications Officer out 1½ months for unexpected surgery.
8. Two months without a Communications Officer due to termination.

In consideration of the factors listed above and the serious potential loss of life of one of my officers, I am respectfully requesting your assistance by what ever means of not cutting this department any further. I am sure with these facts, a request from the Department of Revenue for deficit spending would be considered.

Thank you in advance for your consideration of this request.

(Enclosures – 3)



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Richard M. Stanley
Chief of Police

Phone: (508) 295-3180
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Chief's Memo: CM13-2
Issued: 04/12/13
Effective: 04/21/13
To: All Personnel
From: Chief Richard M. Stanley *MS*
Subject: Additional Cost Reductions

On January 2, 2013 multiple steps were taken by the Administration of this department in an effort to remain within our allocated budget. Since that time additional unforeseen salary related expenses were incurred, highlighted by two Sergeant retirements as well as a cruiser accident, which injured a third Sergeant. The loss of three supervisors coupled by our budget being forced to absorb the two retiree contractual severance payouts has put us in a very difficult position. These costs coupled with lengthy illnesses, injuries, and suspensions have created a major budget shortfall.

In an effort to keep minimum staffing at a safe level in the Operation Division, the following actions will be taken effective Sunday, April 21, 2013 and be effective until June 30, 2013 when we will return to our current assignments:

1. Investigator Bryan Berriault will be assigned to Patrol Division for general uniformed patrol.
2. Accreditation Manager and General Administrative Assistant, Retired Officer William Fihlman will finish current assignments and cease working effective Friday, April 19th, unless specifically assigned a specific project by the Chief.
3. Detective Sergeant Jacinto will contact the District Attorneys office to push all cases off until after July 1, 2013 if feasible.
4. All non-mandatory training will be terminated until July 1, 2013. I will be calling for a meeting with the Training Sergeant to review what training has already been scheduled for the remainder of the year and we will notify all officers of the status.
5. The 11PM – 7AM shift for Communications Officers will now be a one-person minimum. No overtime fill for the second position. The second position will be the Sergeant on the shift who has been trained in Emergency Medical Dispatch. The Sergeant will cover both the Communications Officer position as well as the Desk Officer position. This action will force the Sergeant to supervise the shift from inside. The day and evening shift will continue with two Communications Officers.

6. The midnight shift will be reduced to a five-man minimum from the customary six-man staffing.

7. On Monday through Friday day shift a no fill policy will be in effect for the day shift Sergeant position. When the position is vacant, please notify Lt. Walsh. We have two Lieutenants who can monitor shift activity and supervise to avoid overtime.

8. The Animal Control Officer's hours will be reduced to 32 hours for the remainder of the fiscal year. The ACO will be off on Wednesdays, but as always is available in case of an emergency. Calls to bring in an ACO shall be cleared in advance through Lt. Walcek.

I am working with the Town Administrator to close the budget gap over the next few weeks of the fiscal year without compromising staff and citizen safety. This is a very difficult time and once again I am asking more effort, understanding, and cooperation from all of you. The next weeks will be difficult at best and I will diligently monitor the situation.

On July 1, 2013 we will return to our current staffing levels. With the warm weather starting and the calls for service increasing we will do the best we can with proactive service to the community.



Richard M. Stanley
Chief of Police

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Phone: (508) 295-3180
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Chief's Memo: CM12-9
Issued: 12/18/12
Effective: 01/02/13
To: All Personnel
From: Chief Richard M. Stanley *RMS*
Subject: Cost Reductions

In an effort to reduce costs over the next few months, the following administrative actions will go into effect on January 2, 2013 and will remain in effect until May 19, 2013. If in fact we are able to financially recover sooner, I will begin to restore services prior to the date above.

1. Investigator David Simmons returned to Operations Division for general uniform patrol (effective January 6, 2013).
2. When a matron is needed at the station the OIC shall assign a female officer to desk duty thus saving associated matron costs.
3. Communications Officers will now have a one person minimum on the midnight shift. When a regular Communications Officer assigned to midnight is out due to sick or vacation, a no fill policy will be in effect leaving one CO on the desk. OICs of shifts shall place experienced officers on the desk so as to give the lone CO as much help as possible. Police officers are allowed to answer 911 calls, but medical calls must be passed off to the trained CO who is authorized to perform Emergency Medical Dispatch.
4. Sgt. Walter Correia will be back on his assigned evening shift, off special assignment, effective Sunday, January 20, 2013.
5. Sgt. Douglas Jacinto will be arranging a meeting with the District Attorneys office as we attempt to reduce court associated overtime.
6. If officers make an arrest for OUI, the arresting officer, if certified as a BT operator, shall perform the test on the arrestee so as to reduce court cost.

Please be assured these are temporary measures, which take place every winter when our calls for service drop. If anyone has any particular concerns, please feel free to see one of the Division Commanders or myself.



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

Derek Sullivan
Interim Town Administrator
(508) 291-3100 x 3110
administration@wareham.ma.us

MEMORANDUM

TO: Department Heads
FROM: Derek Sullivan, Interim Town Administrator *DS*
DATE: December 5, 2012
RE: **FY2013 BUDGETS**

Due to a sharp decline in state revenues, Gov. Patrick announced today that the state is facing a \$540 million shortfall (see attached article from Massachusetts Municipal Association). In implementing his "9C" emergency budget powers, Gov. Patrick is cutting \$9M in Unrestricted General Government Aid.

The consequences of this will mean a 1% cut in your expense budgets for FY2013 and maintain current staffing levels. If you have not already expended those funds, please put 1% aside and plan your expenditures accordingly. If the situation changes at the State level I will restore those funds if at all possible.

Also, as you can see by the attached, the schools are facing several cuts, including 46.5% of their McKinney Vento account, which is transportation for homeless students.

Thank you for your anticipated cooperation as we work to get through this latest fiscal setback.

DSS:spg
Attachment



Richard M. Stanley
Chief of Police

Wareham Police Department

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www.warehampolice.com



Phone: (508) 295-3180
Fax: (508) 291-8652

TO: Derek Sullivan, Town Administrator
FROM: Chief Richard M. Stanley *RMS*
DATE: February 13, 2013
SUBJECT: Police and Animal Control Budget Status – FY13

Please be advised that I have reviewed our current situation with the Police and Animal Control budget for the remainder of FY13. It should be noted that I do not anticipate any deficits with the Animal Control budget (see attachment #8 & 9). It is my position that both the salary and the expense side will make budget this year leaving no surplus or deficit.

The Police Department expense side of the FY13 budget appears to be close, yet manageable for the remainder of the year (see attachment #1). All bills have been paid involving annual maintenance and membership invoices. I am left with \$130,000 for the remainder of the year. The cost of fuel is estimated at \$70,000 with an estimated \$8,000 in electricity as well as \$12,000 in phone lines, modems, and cell service. These costs alone are at \$90,000 leaving a balance of \$40,000 for all other expenses including vehicle maintenance on an aging fleet. I will do the best I can with this problem, which will be very close by the end of FY13. My best estimate is that without any major issues we will make it in the expense portion of the budget.

The salary portion is in fact a problem due to many unforeseen problems this fiscal year (see attachment item #2 & 3). The annual training is nearing an end, which usually costs a certain amount of money in overtime. We have not filled a detective position and cut back on court overtime as much as possible (see attachment item #7). If in fact a transfer is made to cover the Bulgar/Gifford vacation time payout upon retirement (\$24,871) and the reassignment of the IT position on March 3, 2013 (\$20,000) we will still be in an anticipated deficit of \$200,000 with approximately twenty weeks left in the fiscal year.

We continue to run minimum staffing on all shifts; discretionary overtime is non-existent and the possibility of transferring yet another detective back to patrol is very real. (Detective Division is now at four positions from six). Consideration is also being given to bringing back the School Resource Officer to a general patrol assignment.

We will continue to work on further reducing the deficit of \$200,000 in salaries. A best-case scenario will still leave us short. Once you have reviewed these documents I am requesting a meeting with you for further planning.

(Attachments – 9)

**Police Department
FY 12-13 GENERAL LEDGER BALANCES**

Description	FY13 Budget	Expense to Date	Current Budget Balance	% of Budget Spent to Date
Electricity	20000.00	15,362.22	4,637.78	
Natural Gas	6000.00	1,777.27	4,222.73	
Repair & Main. - Equipment	17200.00	15,674.88	1,525.12	
Repair & Main. - Vehicles	30000.00	27,412.81	2,587.19	
Rental & Leases - Equip	6000.00	2,761.33	3,238.67	
Professional Services	16000.00	7,312.54	8,687.46	
Dues & Memberships	5000.00	5,805.00	-805.00	
Building Supplies	1000.00	171.75	828.25	
Custodial Supplies	2000.00	440.26	1,559.74	
Education & Training	18000.00	6,646.00	11,354.00	
Maintenance - Bldg	3500.00	7,349.83	-3,849.83	
Printing / Mailing	1500.00	439.00	1,061.00	
Advertising	300.00	304.00	-4.00	
Telephone	20000.00	16,279.96	3,720.04	
Cellular Phones	16000.00	7,965.84	8,034.16	
Postage	850.00	333.72	516.28	
Office Supplies	11500.00	8,928.85	2,571.15	
Vehicular Supplies	10000.00	8,815.89	1,184.11	
G ine	165918.00	100,956.51	64,961.49	
Prisoner Meals	2500.00	1,454.45	1,045.55	
Medical Services	9000.00	8,089.85	910.15	
Other Supplies	6500.00	3,441.23	3,058.77	
Uniform Allowance	12000.00	9,954.31	2,045.69	
Chemicals & Drugs	3000.00	3,000.00	0.00	
Books & Subscriptions	600.00	512.55	87.45	
Ammunition	10000.00	8,599.73	1,400.27	
Misc. Travel Exp./Mileage	2000.00	2,081.87	-81.87	
Computer Software	5500.00	4,480.00	1,020.00	
Computer Maintenance	17000.00	14,380.00	2,620.00	
Computer Supplies	1000.00	9.88	990.12	
licenses	100.00	0.00	100.00	
Cruiser Article as Voted at TM	148,884.21	148,884.21	0.00	
Pickup Article - Voted at TM	19,900.00	19,900.00	0.00	
Transfer as Voted at TM	0.00			
TOTALS	588,752.21	459,525.74	129,226.47	78.05%

#1

Police Department

Weekly Payroll Report

ck date 02/07/13

01/27/13 - 02/02/13

Week 31

		Weekly Payroll	Adjustments	Adj. Payroll	Payroll to Date	Budget Balances	Starting Budget Figures	Average
51100000	Regular Salaries	\$51,292.15	\$0.00	\$51,292.15	\$1,623,942.96	\$1,890,641.04	\$3,514,584.00	
51530400	Personal Days	\$824.84	\$0.00	\$824.84	\$25,785.61	-\$25,785.61	\$0.00	
51500000	Sick Time	\$2,086.93	\$0.00	\$2,086.93	\$105,980.68	-\$105,980.68	\$0.00	
51520000	Sick Time Buy Back	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	
51550000	Vacation	\$5,806.27	\$0.00	\$5,806.27	\$241,492.56	-\$241,492.56	\$0.00	
51560000	Vacation Buy Back	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
51570000	Holidays	\$440.93	\$0.00	\$440.93	\$70,496.73	-\$70,496.73	\$0.00	
51510100	Holiday Buy Back	\$0.00	\$0.00	\$0.00	\$47,666.51	-\$18,057.51	\$29,609.00	
51510000	Funeral Leave	\$1,320.39	\$0.00	\$1,320.39	\$4,231.56	-\$4,231.56	\$0.00	
51580000	Jury Duty	\$0.00	\$0.00	\$0.00	\$635.51	-\$635.51	\$0.00	
51510000	Honor Guard	\$233.09	\$0.00	\$233.09	\$5,173.32	-\$5,173.32	\$0.00	
51540000	Earned Days Off	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
51200000	Part-time Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$20,250.00	\$20,250.00	
51590000	Seasonal Salaries	\$0.00	\$0.00	\$0.00	\$76,990.40	\$13,433.60	\$90,424.00	
51300000	Overtime Salaries	\$11,800.54	\$0.00	\$11,800.54	\$393,768.88	-\$173,357.88	\$220,411.00	
51530100	Court Overtime	\$2,344.98	\$0.00	\$2,344.98	\$27,645.20	-\$27,645.20	\$0.00	
51530000	111F Injury on Duty	\$1,456.83	\$0.00	\$1,456.83	\$5,233.29	-\$5,233.29	\$0.00	
	Shift Differential	\$1,860.62	\$0.00	\$1,860.62	\$60,537.14	\$26,962.86	\$87,500.00	
	Longevity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
51900000	Clothing & Cleaning	\$1,235.00	\$0.00	\$1,235.00	\$42,765.00	\$18,985.00	\$61,750.00	
	Weekly Total	\$80,702.57	\$0.00	\$80,702.57	\$2,732,345.35	\$1,332,182.65	\$4,064,528.00	\$78,164.00

\$2,423,084.00

-\$309,261.35

E911 Salary Grant

\$58,223.00

DEA OT Reimbursement

\$4,414.57

#2

Officers Out

Officer Reilly – Injured (07/10/12 – 07/17/12)
Officer Gomes – Admin Leave / Suspension (08/11/12 – Present)
Officer Fluegel – Sick Leave (05/14/12 – Present)
Officer Baptiste – Sick Leave (07/04/12 – 11/09/12)
Sgt. Park – Injured (01/19/13 – 02/20/13)
Officer Whalen – Sick Leave (10/05/12 – 10/19/12)
Officer Sylvester – 07/01/12 – 01/31/13 (Retired)

Dispatchers

Sabina Flaherty – Training (11/01/12 – 12/07/12)
Nicole Donovan – Training (11/01/12 – 12/07/12)
(each of their shifts were filled with overtime during the five week span)
Farrah Gray – Left employment – 01/14/13
(five shifts a week are being filled with overtime)

Retired Officers

Sgt. Bradford Bulgar – 01/24/13
Sgt. Glen Gifford – 01/24/13
Officer Wayne Sylvester – 01/13/13

Promotions

Officer Daniel Flaherty promoted to Sgt. 01/27/13
Officer Michael Smith promoted to Sgt. 01/27/13

#3



Richard M. Stanley
Chief of Police

Wareham Police Department

2515 Cranberry Highway
Wareham, Massachusetts 02571
www.warehampolice.com



Phone: (508) 295-3180
Fax: (508) 291-8652

DUNS: 625299631
Invoice # FY-13-01-5123

February 5, 2013

*DEA OT
waiting reimbursement*

Drug Enforcement Administration
Fiscal Department
15 New Sudbury Street, Room E-400
Boston, MA 02203

RE: Cape Cod Task Force Overtime Reimbursement

Per Joint Task Force Agreement, the Wareham Police Department requests overtime reimbursement in the amount of \$4,414.57 for Patrolman Bryan T. Berriault's participation in the Cape Cod Task Force operation during the period of October 1, 2012 through December 31, 2012. The breakdown of service is listed below:

Date Range	Hours	Rate	Amount Owed
Oct 01, 2012 – Oct 31, 2012	34	\$43.26	\$1,470.84
Oct 01, 2012 – Oct 31, 2012	2	\$43.67	\$87.34
Nov 01, 2012 – Nov 30, 2012	32	\$43.26	\$1,384.32
Nov 01, 2012 – Nov 30, 2012	2	\$43.67	\$87.34
Dec 01, 2012 – Dec 31, 2012	31	\$43.26	\$1,341.06
Dec 01, 2012 – Dec 31, 2012	1	\$43.67	\$43.67
Totals	102		\$4,414.57

Thank you for your assistance on this matter. If you need any additional information, please feel free to contact my secretary, Cassandra Cassidy or me at (508) 295-3180.

Respectfully yours,

Richard M. Stanley
Chief of Police

#4



The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
1380 Bay Street, Building C ~ Taunton, MA 02780-1088
Tel: 508-828-2911 ~ TTY: 508-828-4572 ~ Fax: 508-828-2585
www.mass.gov/e911



DEVAL L. PATRICK
Governor

MARY ELIZABETH HEFFERNAN
Secretary of Public Safety
and Security

TIMOTHY P. MURRAY
Lieutenant Governor

FRANK POZNIAK
Executive Director

November 7, 2012

Chief Richard M. Stanley
Wareham Police Department
2515 Cranberry Highway
Wareham, MA 02571

Dear Chief Stanley,

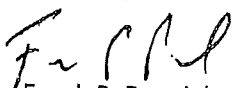
The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the FY 2013 State 911 Department Support and Incentive Grant program.

For your files, attached please find a copy of the executed contract. Please note your contract start date is **November 7, 2012** and will run through June 30, 2013. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services **MUST** be received on or before June 30, 2013.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@state.ma.us. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before May 15, 2013.

Sincerely,


Frank P. Pozniak
Executive Director

#5

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osc under OSD Forms.

CONTRACTOR LEGAL NAME: Town of Wareham (and d/b/a): Wareham Police Department		COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS	
Legal Address: (W-9, W-4, T&C): 2515 Cranberry Hwy, Wareham, MA 02571		Business Mailing Address: 1380 Bay Street, Building C, Taunton, MA 02780	
Contract Manager: Chief Richard M. Stanley		Billing Address (if different):	
E-Mail: stanley@warehampolice.com		Contract Manager: Marilyn Godfrey	
Phone: 508-295-3180	Fax: 508-291-8852	E-Mail: 911DeptGrants@state.ma.us	
Contractor Vendor Code: VC6000192021		Phone: 508-821-7299 Fax: 508-828-2585	
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT SUPG	
RFR/Procurement or Other ID Number: FY2013 SUPG			

X **NEW CONTRACT**
PROCUREMENT OR EXCEPTION TYPE: (Check one option only)
☐ **Statewide Contract** (OSD or an OSD-designated Department)
☐ **Collective Purchase** (Attach OSD approval, scope, budget)
☒ **Department Procurement** (Includes State or Federal grants 815 CMR 2.00)
 (Attach RFR and Response or other procurement supporting documentation)
☐ **Emergency Contract** (Attach justification for emergency, scope, budget)
☐ **Contract Employee** (Attach Employment Status Form, scope, budget)
☐ **Legislative/Legal or Other:** (Attach authorizing language/justification, scope and budget)

CONTRACT AMENDMENT
 Enter Current Contract End Date Prior to Amendment: _____, 20____
 Enter Amendment Amount: \$ _____. (or "no change")
AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)
☐ **Amendment to Scope or Budget** (Attach updated scope and budget)
☐ **Interim Contract** (Attach justification for Interim Contract and updated scope/budget)
☐ **Contract Employee** (Attach any updates to scope or budget)
☐ **Legislative/Legal or Other:** (Attach authorizing language/justification and updated scope and budget)

The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.
☒ **Commonwealth Terms and Conditions** ☐ **Commonwealth Terms and Conditions For Human and Social Services**

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
☐ **Rate Contract** (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
☒ **Maximum Obligation Contract** Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ 58,223.00

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within 10 days % PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days % PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle statutory/legal or Ready Payments (G.L. c. 29, § 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) For disbursement of funds under the State 911 Department FY 2013 PSAP and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with program guidelines and grantee's approved application.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:
☒ 1. may be incurred as of the **Effective Date** (latest signature date below) and **no** obligations have been incurred **prior** to the **Effective Date**.
☐ 2. may be incurred as of _____, 20____, a date **LATER** than the **Effective Date** below and **no** obligations have been incurred **prior** to the **Effective Date**.
☐ 3. were incurred as of _____, 20____, a date **PRIOR** to the **Effective Date** below, and the parties agree that payments for any obligations incurred prior to the **Effective Date** are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30, 2013, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached **Contractor Certifications** (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable **Commonwealth Terms and Conditions**, this Standard Contract Form including the **Instructions and Contractor Certifications**, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: Richard M. Stanley Date: 11-01-12
 (Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Richard M. Stanley

Print Title: Chief of Police

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: Frank Pozniak Date: 11/7/12
 (Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Frank Pozniak

Print Title: Executive Director

46



Richard M. Stanley
Chief of Police

Wareham Police Department

2515 Cranberry Highway
Wareham, Massachusetts 02571
www.warehampolice.com



Phone: (508) 295-3180
Fax: (508) 291-8652

Chief's Memo: CM12-9
Issued: 12/18/12
Effective: 01/02/13
To: All Personnel
From: Chief Richard M. Stanley *RMS*
Subject: Cost Reductions

In an effort to reduce costs over the next few months, the following administrative actions will go into effect on January 2, 2013 and will remain in effect until May 19, 2013. If in fact we are able to financially recover sooner, I will begin to restore services prior to the date above.

1. Investigator David Simmons returned to Operations Division for general uniform patrol (effective January 6, 2013).
2. When a matron is needed at the station the OIC shall assign a female officer to desk duty thus saving associated matron costs.
3. Communications Officers will now have a one person minimum on the midnight shift. When a regular Communications Officer assigned to midnight is out due to sick or vacation, a no fill policy will be in effect leaving one CO on the desk. OICs of shifts shall place experienced officers on the desk so as to give the lone CO as much help as possible. Police officers are allowed to answer 911 calls, but medical calls must be passed off to the trained CO who is authorized to perform Emergency Medical Dispatch.
4. Sgt. Walter Correia will be back on his assigned evening shift, off special assignment, effective Sunday, January 20, 2013.
5. Sgt. Douglas Jacinto will be arranging a meeting with the District Attorneys office as we attempt to reduce court associated overtime.
6. If officers make an arrest for OUI, the arresting officer, if certified as a BT operator, shall perform the test on the arrestee so as to reduce court cost.

Please be assured these are temporary measures, which take place every winter when our calls for service drop. If anyone has any particular concerns, please feel free to see one of the Division Commanders or myself.

#7

**ANIMAL CONTROL
FY 12-13 GENERAL LEDGER BALANCES**

Description	FY12 Budget	Expense to Date	Current Budget Balance	% of Budget Spent
Repair & Maintenance - Veh	1,200.00	119.49	1,080.51	9.96%
Professional Services	13,000.00	4,860.55	8,139.45	37.39%
Purchased Services	3,000.00	344.94	2,655.06	11.50%
Cellular Phones	450.00	339.56	110.44	75.46%
Advertising	0.00	0.00	0.00	0.00%
Office Supplies	200.00	1551.09	-1,351.09	775.55%
Gasoline	5,820.00	3543.26	2,276.74	60.88%
Other Supplies	2,000.00	853.28	1,146.72	42.66%
Uniforms	1,500.00	1,703.07	-203.07	113.54%
Tuition	0.00	350.00	-350.00	
Travel / Conferences	100.00	425.00	-325.00	0.00%
Transfer from FinCom	0.00			
TOTALS	27,270.00	14,090.24	13,179.76	51.67%

Animal Control Department

Weekly Payroll Report

ck date 02/07/13

01/27/13 - 02/02/13

Week 31

		Weekly Payroll	Adjustments	Adj. Payroll	Year to Date Payroll	Budget Balances	Starting Budget Figures	Average
51100000	Regular Salaries	\$681.96	0.00	\$681.96	\$26,625.23	\$31,795.77	\$58,421.00	
51550000	Vacation Salaries	\$0.00	0.00	\$0.00	\$1,022.33	-\$1,022.33	\$0.00	
51570000	Holidays	\$0.00	0.00	\$0.00	\$1,418.02	-\$1,418.02	\$0.00	
51500000	Sick Days	\$180.77	0.00	\$180.77	\$1,933.35	-\$1,933.35	\$0.00	
51300000	Overtime Salaries	\$0.00	0.00	\$0.00	\$571.25	\$9,596.75	\$10,168.00	
51510000	Funeral Days	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
51530000	Personal Days	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Weekly Total	\$862.73	0.00	\$862.73	\$31,570.18	\$37,018.82	\$68,589.00	\$1,319.02

\$40,889.60

\$9,319.42

#9

Coverage for Vacations, Holidays, Sick Days, & Personal Days

Each officer gets the following days off each year:

- 3 – Personal Days
- 12 – Holidays
- 15 – Sick Days
- 14 – Vacation Days (1 – 5 yrs of service)
- 21 – Vacation Days (5 – 10 yrs of service)
- 28 – Vacation Days (after 10 yrs of service)
- +1 – Bonus Vacation Day per Year (after 12 yrs of service)

A senior officer could have as much as 65 days off each year. Currently each officer can be paid for up to 11 Holidays, any Sick Days over 60, and they can only carry over 4 Vacation Days. There are only about 8 – 10 officers who buy back Holidays and about 17 who buy back Sick Days; all the rest use their time and therefore those shifts need to be covered.

Sergeants

- 2144 – Total Annual Vacation Hours (268 days)
- 672 – Total Annual Holiday Hours (84 days)
- 840 – Total Annual Sick Hours (105 days)
- 168 – Total Annual Personal Day Hours (21 days)

3824 – Potential Shift Hours to be filled (478 days)

Patrol Officers

- 6736 – Total Annual Vacation Hours (842 days)
- 2976 – Total Annual Holiday Hours (372 days)
- 3720 – Total Annual Sick Hours (465 days)
- 744 – Total Annual Personal Day Hours (93 days)

14176 – Potential Shift Hours to be filled (1,772 days)

Article 7

MEMORANDUM OF AGREEMENT TOWN OF WAREHAM AND THE MASSACHUSETTS LABORERS' DISTRICT COUNCIL UNION 1249 MUNICIPAL MAINTENANCE AND TOWN CUSTODIANS

This Memorandum of Agreement is entered into by and between the Town of Wareham (Town) and the Massachusetts Laborers' District Council, Union 1249 Municipal Maintenance and Town Custodians (Union).

Whereas, the Town and the Union are parties to a Collective Bargaining Agreement for the period July 1, 2008 through June 30, 2011; and

Whereas, the Town and the Union have, pursuant to Massachusetts General Laws Chapter 150E, negotiated the terms and conditions of a successor agreement.

Now, therefore, in consideration of mutual covenants, the parties agree as follows:

1. **Article X, Overtime:** Amend to provide that in the event a state of emergency is declared by the Commonwealth of Massachusetts, and employees are required to work between midnight and the start of their regular shift, that time will be paid at double time.
2. **Article XXIII, Clothing Allowance:** Amend to by increasing the annual clothing reimbursement from \$250 to \$300 and the amount for reimbursement for the cost of eyeglasses broken in the performance of their duties to from an annual maximum of \$100 to \$150
3. **Article XXVIII, Compensation:** Amend as follows:
 - The salary schedules will not be increased during the term of this agreement.
 - Increase the weekly on call stipend by 1 hour a week for 13 weeks a year.
 - Effective June 30, 2013, all members of the bargaining unit shall participate in direct deposit.
 - The parties agree to reopen negotiations for wages only if any other bargaining unit which negotiates with the Town receives a percentage increase on the salary schedule for Fiscal Years 2012 or 2013.

Wherefore, the parties, by their duly-authorized representatives, have caused this Memorandum of Agreement to be executed this ____ day of _____, 2013.

Town of Wareham

Massachusetts Laborers' District Council, Union
1249 Municipal Maintenance and Town Custodians

Article 10

Memorandum of Agreement
Town of Wareham
Wareham Professional Firefighters
EMT Association, IAFF, Local 2895

This Memorandum of Agreement is entered into by and between the Town of Wareham (Town) and the Wareham Professional Firefighters, EMT Association, IAFF, Local 2895 (Union).

Whereas, the Town and the Union are parties to a Collective Bargaining Agreement for the period July 1, 2008 through June 30, 2011; and

Whereas, the Town and the Union have, pursuant to Massachusetts General Laws Chapter 150E, negotiated the terms and conditions of a successor agreement.

Now, therefore, in consideration of mutual covenants, the parties agree as follows:

1. **Article XIII, Clothing and Cleaning Allowance:** Amend as follows:

- Effective July 1, 2012, Clothing & Cleaning benefit of \$1,350 will be increased by \$200 to \$1,550 then divided by (52) weeks, and that amount will then be added to the base pay of each step of the Agreement. That amount will then be the base pay for each step of the Agreement.
- The Town will continue to require that all employees covered under this Agreement will maintain the required uniform which shall be presentable at all time.

2. **Article XIV, Compensation Schedule:** Amend as follows:

- The salary schedules will not be increased during the term of this agreement
- Effective June 30, 2013, all employees will be required to participate in direct deposit.

3. **Article XXVII, Miscellaneous:** Amend by deleting Paragraph 1, the residency requirement.

Wherefore, the parties, by their duly-authorized representatives, have caused this Memorandum of Agreement to be executed this ____ day of May, 2013.

Town of Wareham

Wareham Professional Firefighters,
EMT Association, IAFF, Local 2895