

January 7, 2014



**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. Interview/appointment to the Bike Path Committee, appointment to the Affordable Housing Trust Fund.
  - c. Approval of meeting minutes of July 2, 2013; November 19, 2013; December 10, 2013; executive session minutes of August 13, 2013 & August 27, 2013;
  - d. Authorization of payment to the Law Offices of Richard Bowen in the amount of \$15,000.
- 6. LICENSES AND PERMITS**
  - a. Application by Buzzards Play Productions for 5 Wines & Malt Beverages licenses.
- 7. APPROXIMATELY 7:15 P.M. PUBLIC HEARING ON A PETITION THAT BACHANT WAY AND LYNNE ROAD BE LAID OUT AS A PUBLIC WAY.**
- 8. SEWER BUSINESS**
  - a. Funding source for contract 2.
  - b. Vote on FY2014 Bourne Capital Costs.
  - c. Any other sewer business.
- 9. TOWN BUSINESS**
  - a. Discussion on guidance to Town Administrator for the next year.
  - b. Establish town meeting warrant article deadlines.
  - c. Notice of Intent to hold a Spring 2014 Town Meeting.
  - d. Discussion re. Permitting Guidebook.
  - e. Discussion and possible vote on policies 88-16; 88-17; 88-19; 88-20; & 89-1A.
  - f. Town Planner status.

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- g. Initial discussion on any charter or by-law changes the Board would like to make or propose.
- h. Plan for budget meetings for 2015.
- i. Update on regionalization discussions with the Wareham Fire and Water Districts.
- j. Any other Town business not reasonably anticipated 48 hours prior to the posting of this meeting.

**10. TOWN ADMINISTRATOR'S REPORT**

**11. LIAISON REPORTS**

**12. ADJOURNMENT**

**13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD**

1/29/2014

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

Date of Meeting: January 7, 2014  
Date of Transcription: January 9, 2014  
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  
Judith Whiteside

Also present: Derek Sullivan, Town Administrator

### **3. ANNOUNCEMENTS**

House bill 1115 has been referred to the Housing Committee.

The Sewer bill is currently stalled and is in the 3<sup>rd</sup> reading.

Selectman Whiteside is with Attorney Bowen & the Town Clerk on an advisory booklet for elected and appointed officials.

Selectman Whiteside wanted to remind people that we have a leash law and to make sure if you are walking on conservation land you must have your dogs on a leash.

Please remember that the ice is not safe and please use caution.

Selectman Holmes wanted to thank everyone for their work in making sure that the roads were cleared during the recent storm. He also wanted to thank the people for staying off the roads to allow for the plows to clear the roads.

This week's coffee hour's guest will be Jacqui Hickey from the Housing Authority.

The Wareham Historical Society will be having an event on the 3<sup>rd</sup> Monday of the month on Blacksmiths.

Chairman Teitelbaum reminded people that it's time to license your dogs and if you wait until the end of March or April you will pay double.

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-7-14 (CONT'D)

The Beach Stickers and Transfer Stickers are available at the Harbormasters office.

**4. CITIZENS PARTICIPATION**

(none)

**5. CONSENT AGENDA**

- a. Authorization to sign bills and documents, etc.
- b. Interview/Appointment to the Bike Path Committee, appointment to the Affordable Housing Trust Fund.

Mr. Hathaway wasn't able to attend the meeting and the board had a recommendation from the Bike Path Committee.

**MOTION:** Selectman Slavin moved to appoint Jeff Hathaway as a member to the Bike Path Committee to a term to expire no later than June 30, 2017. Selectman Holmes seconded.

**VOTE: 5-0-0 (Unanimous)**

**MOTION:** Selectman Holmes moved to reappoint Sandra Slavin as a member to the Affordable Housing Trust Fund to a term to expire no later than June 30, 2015. Selectman Whiteside seconded.

**VOTE: 4-0-1 (Selectman Slavin abstained)**

- c. Approval of meeting minutes of July 2, 2013; November 19, 2013; December 10, 2013; executive session minutes of August 13, 2013 & August 27, 2013.

**MOTION:** Selectman Slavin moved to approve the meeting minutes of July 2, 2013. Selectman Whiteside seconded with the correction to remove she was absent.

**VOTE: 4-0-1 (Selectman Teitelbaum abstained)**

**MOTION:** Selectman Slavin moved to approve the meeting minutes of November 19, 2013 as written. Selectman Whiteside seconded.

**VOTE: 4-0-1 (Selectman Slavin abstained)**

**MOTION:** Selectman Whiteside moved to approve the meeting minutes December 10, 2013 with the addition of the Board of Selectmen's December 10, 2013 agenda attached. Selectman Tropeano seconded.

**VOTE: 5-0-0 (Unanimous)**

**MOTION:** Selectman Slavin moved to approve the executive meeting minutes of August 13, 2013 and hold. Selectman Whiteside seconded.

**VOTE: 3-0-2 (Selectman Holmes & Tropeano abstained)**

**MOTION:** Selectman Slavin moved to approve the meeting minutes of August 27, 2013 and hold. Selectman Whiteside seconded.

**VOTE: 4-0-1 (Selectman Holmes abstained)**

- d. Authorization of payment to the Law Offices of Richard Bowen in the amount of \$15,000.

**MOTION:** Selectman Slavin moved to approve payment to the Law Office of Richard Bowen in the amount of \$15,000 for services through December 20, 2013. Selectman Whiteside seconded.

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-7-14 (CONT'D)

**VOTE: 5-0-0 (Unanimous)**

**6 LICENSES & PERMITS**

a. Application by Buzzards Play Productions for 5 Wines & Malt Beverages license.

Present before the board: Mr. Rogers

**MOTION:** Selectman moved to approve the a one-day liquor permit for the following dates: 1-10-14, 1-11-14, 1-13-14, 1-18-14, 1-25-14 for Buzzards Play Productions, 3065 Cranberry Highway E. Wareham, MA from 7pm-midnight for beer and wine for non-profit. Selectman Whiteside seconded.

**VOTE: 5-0-0 (Unanimous)**

Attorney Bowen spoke about entertainment licenses for the business and stated that one should be in place.

**7. APPROXIMATELY 7:15 P.M. PUBLIC HEARING ON A PETITION THAT BACHANT WAY AND LYNNE ROAD BE LAID OUT AS A PUBLIC WAY.**

**MOTION:** Selectman Holmes moved to open the public hearing. Selectman Slavin seconded.

**VOTE: 5-0-0 (unanimous)**

Present before the board: Diane Murphy & Ben Mackiewicz

They were before the board asking for the board's approval on the petition so they can get their roads accepted.

**MOTION:** Selectman Whiteside moved to close the public hearing. Selectman Slavin seconded.

**VOTE: 5-0-0 (unanimous)**

**MOTION:** Selectman Slavin moved to forward the petition for Bachant Way and Lynne Road to the Planning Board and receive an answer back within 30 days. Selectman Holmes seconded.

**VOTE: 5-0-0 (unanimous)**

**8. SEWER BUSINESS**

a. Funding source for contract 2.

The DOR has not scheduled a date yet, but it's expected to be sometime in February.

b. Vote on FY2014 Bourne Capital Costs.

Present before the board: Guy Campinha

Mr. Campinha explained this is the annual assessment to the Town of Bourne for its share of the capital cost for the WPCF upgrade.

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-7-14 (CONT'D)

**MOTION:** Selectman Slavin moved to accept the Town of Bourne's share of the FY2014 Capital Costs in the amount of \$188,477.53. Selectman Whiteside seconded.

**VOTE: 5-0-0 (unanimous)**

c. Any other sewer business

**9. TOWN BUSINESS**

a. Discussion on guidance to Town Administrator for the next year. Selectman Whiteside stated that Mr. Sullivan is doing a great job. Selectman Slavin stated that he has some concerns with having enough hours and people to get things done.

b. Establish town meeting warrant article deadlines. Selectman Slavin went over town meeting dates.

c. Notice of Intent to hold a Spring 2014 Town Meeting.

**MOTION:** Selectman Teitelbaum moved the Notice of Intent 2014 Annual Spring Town Meeting (as attached). Selectman Slavin seconded.

**VOTE: 5-0-0 (unanimous)**

d. Discussion re: Permitting Guidebook. Selectman Slavin has been working on a guidebook to assist people with the permitting process.

e. Discussion and possible vote on policies 88-16; 88-17; 88-19; 88-20 & 89-1A.

Policy 88-16

**MOTION:** Selectman Whiteside moved to add a new sentence after "Achievement Award". This award will be presented yearly, bi-annual or quarterly as determined by the board. Selectman Holmes seconded.

**VOTE: 5-0-0 (unanimous)**

Policy 88-17

**MOTION:** Selectman Whiteside moved to remove and omit policy #88-17. Selectman Tropeano seconded.

**VOTE: 5-0-0 (unanimous)**

Policy 88-19

Selectman Slavin asked for the consensus that no change is needed but to make sure that policy 88-14A, 89-4A, this policy and liquor blue book are all in sync.

Policy 88-20

Selectman Slavin would 1<sup>st</sup> like to ask Town Counsel and the Town Administrator to review and provide changes if needed to comply with current laws, and then reviewed

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-7-14 (CONT'D)

by the board. Selectman Whiteside would like to be the designee for the Town Administrator on this.

Policy 89-1A

No policy change is needed but the board needs to read the policy and it should be followed.

f. Town Planner Status.

Mr. Sullivan is in the process of setting up interviews on January 21<sup>st</sup> and 22<sup>nd</sup>.

g. Initial discussion on any charter or by-law changes the Board would like to make or propose.

Selectman Slavin recommended that the board sit and discuss changing town meeting date to May. Some discussion ensued on having town meeting on a Saturday as well.

h. Plan for budget meeting for 2015.

Mr. Sullivan provided the board with Budget #1 which lists the department, employees and a breakdown of expenses. The School Committee will receive their budget tomorrow from the Superintendent. Chairman Teitelbaum informed the board that he had been in discussions with both the Chairman of the Finance Committee and Chairman of the School Committee to discuss scheduling joint meetings in the future.

i. Update on regionalization discussions with the Wareham Fire & Water District.

Selectman Slavin stated that he met with the Wareham Fire & Water District and had preliminary discussions on things they can do together to save money such as sharing of services and equipment. He will meet with Onset Fire and Water District on Thursday.

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

**10. TOWN ADMINISTRATOR'S REPORT**

Mr. Sullivan thanked the Chief Goodwin the Onset Fire Chief for stopping by today and stated that they had a good meeting.

Mr. Sullivan will be attending a meeting at Tobey Hospital library with Wareham Clergy to discuss the needs of the town.

Mr. Sullivan spoke about the importance of having a HR director and procurement officer. He said that 50% of this time this week was spent on labor issues such as disciplinary actions as well as health issues with employees. This would be a shared position with the School Department.

Mr. Sullivan thanked the Municipal Maintenance and Wareham Police Department for their efforts in cleaning the streets.

SELECTMEN/SEWER COMMISSIONERS MEETING - 1-7-14 (CONT'D)

**11. LIAISON REPORTS**

Selectman Slavin spoke about setting up workshops to discuss TDR and said that he met with people including the Planning Chair, Conservation Commission and Charles Rowley to discuss what the town is looking for with the TDR.

**12. ADJOURNMENT**

**MOTION:** Selectman Holmes moved to adjourn. Selectman Slavin 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:

Attest: \_\_\_\_\_

***Alan H. Slavin, Clerk***

Date Signed: 1-28-14

Date sent to the Town Clerk: 1-29-14

A TRUE COPY  
ATTEST

***May Ann Silvi***

TOWN CLERK



# Attachment 1-7-14 meeting minutes



## Town of Wareham

54 Marion Road  
Wareham, MA 02571

### NOTICE 2014 ANNUAL SPRING TOWN MEETING

Commonwealth of Massachusetts  
Plymouth §

To the elected Constable in the Town of Wareham:

Greetings:

In the name of the Commonwealth of Massachusetts and in accordance with the provisions of Division I, Article I, Section 3, of the By-Laws of the Town of Wareham, amended, you are hereby directed to notify and warn the legal voters of the Town of Wareham that an Annual Town Meeting has been called by the Board of Selectmen to be held at **8:00 AM on Tuesday, April 1, 2014** for the election of officers and to be adjourned until **7:00 PM on Monday, April 28, 2014** at which time the general business of the Town Meeting shall be transacted. The last day for submission of citizen petitioned articles for insertion in the Warrant is **5 PM Friday, February 14, 2014**.

The Warrant for this meeting will close on **Tuesday, February 18, 2014**.

And, you are hereby directed to serve this notice by posting attested copies thereof in at least one public place in each precinct within the Town on or before **Friday, February 21, 2014**.

Hereof fail not and make due return of this posting with your doings thereon to the Town Clerk.

Given under our hands at Wareham this 7<sup>th</sup> day of January in the year 2014:

#### **WAREHAM BOARD OF SELECTMEN**

A True Copy  
Attest

\_\_\_\_\_  
Peter W. Teitelbaum, Chairman

\_\_\_\_\_  
Alan H. Slavin, Clerk

\_\_\_\_\_  
Constable of Wareham

\_\_\_\_\_  
Stephen M. Holmes

\_\_\_\_\_  
Patrick G. Tropeano

\_\_\_\_\_  
Judith Whiteside

Plymouth §

Date: \_\_\_\_\_

Pursuant to the within notice, I have notified the inhabitants of the Town of Wareham herein described, of the date and time of the Annual Spring Town Meeting and of the date of the closing for said Warrant by posting attested copies thereof in at least one public place in each precinct within the Town on or before February 21, 2014.

Date: \_\_\_\_\_

\_\_\_\_\_  
Steven P. Coughlin  
Constable of Wareham

The original posting with return made was delivered to Mary Ann Silva, Town Clerk.

Date: \_\_\_\_\_

\_\_\_\_\_  
Steven P. Coughlin  
Constable of Wareham

attachment to 1-7-14 meeting minutes



TOWN OF WAREHAM

54 Marlon Road

Wareham, Massachusetts 02571

PROCESS FOR CALLING 2014 SPRING ANNUAL TOWN MEETING

**APRIL 1, 2014 - Elections**

**APRIL 28, 2014 - General Business**

TUESDAY, January 7, 2014	Board of Selectmen should establish all dates for completion of a Warrant for the Annual Town Meeting.
FRIDAY, January 24, 2014	Any article that is not a citizen petitioned article; that would be a Department Head, Board or Committee, must be submitted by the close of business for consideration and inclusion in the warrant.
FRIDAY, February 7, 2014	Last day to post in at least one public place in each precinct, Notice of Intention of Board of Selectmen to call the Annual Town Meeting for April 1, 2014. (By-Law Div. I, Art. I, Sec. 3.) - <b>10 days notice (by posting in precincts) before Warrant closes,</b>
FRIDAY, February 14, 2014	Last day to submit citizen petitions (articles) to be inserted in the Warrant. (WHRC Section 2-4 (c) - 45 days before Town Meeting convenes.
TUESDAY, February 18, 2014	Board of Selectmen should officially close the Warrant.
FRIDAY, February 21, 2014	Last day to post in each precinct and deliver a copy of Warrant to the Town Moderator and to the Chairman of each Committee established by Section 2-5 of WHRC. (WHRC Section 2-4 (d) - <b>Within 3 days of closing of Warrant</b>
TUESDAY, February 25, 2014	Last day to submit to the Finance Committee articles included in Warrant. (By-Law Div. I, Art. I, Sec. 1.) - <b>No later than 35 days before Town Meeting convenes.</b>
THURSDAY, March 13, 2014	Last day to publish entire Warrant in a local newspaper. (WHRC Section 2-4 (d) - <b>14 days before Town Meeting.</b>
TUESDAY, April 1, 2014	Commencement of Annual Town Meeting. Election Day. (By-Law Div. I, Art. I, Sec. 1.) - First Tuesday of April
MONDAY, April 28, 2014	General Business portion of Annual Town Meeting. By-Law Div. I., Art. I, Sec. 1.) - Fourth Monday of April