



Town of Wenham
BOARD OF SELECTMEN
AGENDA

Tuesday June 19th
5:45 PM

Wenham Town Hall – 138 Main Street

Notice of public meeting as required by M.G.L. Chpt.30 §18-28

All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name & address.

5:45 P.M.

WELCOME: Call to order

EXECUTIVE SESSION

Executive Session #2 under M.G.L. Ch. 30A, § 21 – To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

- Acting Fire Chief

6:30 P.M.

PUBLIC INPUT: ITEMS NOT ON THE AGENDA

ANNOUNCEMENTS

1. Early Act Fabric Drive Update – Zoey Ting CH
2. Notice of Water Ban from the Water Department JW
3. Request for Letters of Interest to Fill Upcoming Water Commission Vacancy JC
4. Request for Letters of Interest to Fill Community Preservation Committee Vacancy JW
5. New Veterans Assistance Fund & Donation Option on Property Tax Bills JC
6. Request for Letters of Interest to Fill Scholarship Fund, Educational Fund, and Elderly & Disabled Relief Committees CH
7. Community Block Party – Saturday, June 23 4PM – 9PM JW
8. Affordable Housing Action Plan Presentation – Tuesday June 26 at 7PM CH

6:45 P.M.

REPORTS

TOWN ADMINISTRATOR – Update
CHAIRMAN
SELECTMEN

6:55 P.M.

PUBLIC HEARING

Proposed Personnel Policy Changes Related to Comprehensive Employee Handbook Update CH

7:15 P.M.

NEW BUSINESS

- A. Discussion of Proposed Updates to Employee Handbook CH
- B. Town Administrator Annual Performance Evaluation: Results and Discussion of FY18 Merit Raise CH
- C. Appointments JC
Assistant Inspector of Wires: Robert J. Brown
Audit Committee: Alexander J. Begin; Richard P. Jones; John O. Wilhelm
Building Inspector: Charles T. Brett
Burial Agent: William E. Wildes
Fence Viewer: Charles T. Brett
Hamilton-Wenham Community Access & Media: Kevan Sano
Inspector of Wires: Mark D. Unger
Local Inspector: James Bone
Plumbing & Gas Inspector: Kevin Dash
Plumbing & Gas Inspector, Assistant: David Pereen
Town Administrator: Peter Lombardi
Veterans Committee: Albert W. Dodge, Jr.; Michael S. Lucy; Dean W. Pederson
WISSH Committee: Donald J. Killam, Jr.; Calvin M. Perkins
- D. Year-End Appropriation Transfers – Leslie Davidson, Finance Director JW
- E. Vacation Carryover Request CH
- F. Review and Approve New Reynolds Farm Lease Agreement with The Food Project JC
- G. Review Draft Scope of Work for Regional Dispatch Feasibility Study JW
- H. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) CH

8:15 P.M.

OLD BUSINESS

- I. Recommendations on FY18 Merit Pay for Non-Union Employees JW

8:20 P.M.

MINUTES

Open Session: April 24, 2018; May 1, 2018; May 3, 2018; May 15, 2018; June 5, 2018

Executive Session: April 24, 2018 (1); April 24, 2018 (2); May 1, 2018 (1); May 1, 2018 (2); May 15, 2018 (1)
May 15, 2018 (2); June 5, 2018

8:30 P.M.

ANTICIPATED ADJOURNMENT

BOARD OF SELECTMEN MEETING

June 19, 2018

ANNOUNCEMENTS

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Catherine to welcome Zoe Ting to share this update:

Buker School's

Early Act Fabric Drive

Update from Zoe Ting





TOWN OF WENHAM
WATER DEPARTMENT

WATER BAN NOTICE

Due to low flows in the Ipswich River, the Town of Wenham through its Board of Water Commissioners, hereby declare a **Mandatory Water Ban** effective June 18, 2018. Flows in the Ipswich River have fallen below the minimum level deemed necessary by MassDEP to sustain a healthy watershed.

Except for uses which are required for health or safety reasons; by regulation, for the production of food and fiber; for maintenance of livestock; to meet the core functions of a business; **All nonessential outdoor watering, including but not limited to the use of water for irrigation or automobile and property washing is prohibited. Hand watering is allowed from 5 pm to 9 am daily by hose or bucket. THIS BAN INCLUDES WATER FROM PRIVATE WELLS.**

Violators of this order shall be subject to fines of up to \$100 for each offense, per Chapter XXI of the Town of Wenham Bylaws.

We would like to thank all residents for their understanding and cooperation.

Water Commission Vacancy

Letters of Interest Requested by June 25th

The Board of Selectmen is requesting letters of interest for one opening on the Water Commission. The selected individual will be appointed to the Water Commission to serve through the 2019 Town Election at which point the 1 year remaining on the unexpired term will be placed on the ballot.

If interested, please submit a letter by Monday, June 25th to the Town Administrator's Office at Wenham Town Hall, 138 Main Street or via email to nroebuck@wenhamma.gov. The Water Commission and Selectmen will plan to meet Tuesday, July 10th to jointly appoint this position.

Community Preservation Committee Vacancy Letters of Interest Requested by June 25th

The Board of Selectmen is requesting letters of interest for one at-large opening on the Community Preservation Committee for a three year term.

The CPC is charged with reviewing applications for grants from the Community Preservation Fund, making recommendations to Town Meeting for funding approval and monitoring the distribution and use of any funds approved by Town Meeting. The Act provides that Community Preservation Funds may be expended on projects in any of four categories: historic preservation, open space acquisition, affordable housing creation and recreation.

If interested in seeking appointment, please submit a letter by Monday, June 25th to the Town Administrator's Office at Wenham Town Hall, 138 Main Street or via email to nroebeck@wenhamma.gov.

NEW VETERANS ASSISTANCE FUND

THIS SPRING, TOWN MEETING VOTED TO ADOPT MGL CH 60 SEC 3F. THIS LOCAL ACCEPTANCE STATUTE ESTABLISHED A NEW VETERANS ASSISTANCE ACCOUNT THAT WILL BE FUNDED BY DONATIONS FROM RESIDENTS ON THEIR TAX BILL. NEXT MONTH'S TAX BILL WILL INCLUDE THE OPTION FOR RESIDENTS TO DONATE TO THIS ASSISTANCE PROGRAM.

THE BOARD SOUGHT TO OFFER THIS LOCAL PROGRAM SINCE VERY FEW WENHAM RESIDENTS ABLE TO TAKE ADVANTAGE OF THE STATE'S CHAPTER 115 PROGRAM OVER THE YEARS DUE TO VERY RESTRICTIVE ELIGIBILITY STANDARDS.

THE WENHAM VETERANS COMMITTEE, WORKING WITH OUR DISTRICT VETERANS SERVICE OFFICER, WILL OVERSEE THE DISTRIBUTION OF THESE FUNDS TO WENHAM VETERANS WHO APPLY FOR ASSISTANCE WITH FOOD, TRANSPORTATION, AND HEATING BILLS.

THE TOWN ALSO OFFERS SEVERAL OTHER LOCAL TAX BENEFITS TO VETERANS THAT TOWN MEETING HAS ADOPTED IN THE PAST FEW YEARS (SEE ATTACHED).

TOWN OF WENHAM
 OFFICE OF THE TAX COLLECTOR
 P.O. BOX 576
 138 MAIN STREET
 WENHAM, MA 01984
 000001 0000357



TOWN OF WENHAM
FISCAL YEAR 2018 FIRST QUARTER
PRELIMINARY REAL ESTATE TAX BILL

VOLUNTARY CONTRIBUTIONS

1. SCHOLARSHIP	\$ _____
2. EDUCATION	\$ _____
3. ELDERLY & DISABLED FUND	\$ _____
4. VETERAN'S ASSISTANCE FUND	\$ _____
TOTAL CONTRIBUTION	\$ _____
DONOR NAME: _____	
ADDRESS: _____	

Phone: Office of the Collector: (978) 468-5520 Ext. 3
 Office of the Assessor: (978) 468-5520 Ext. 5

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

SCH 5-DIGIT 01915



Office Hours: 9:00 AM - 4:30 PM Mon - Wed. - Thu.
 9:00 AM - 7:00 PM Tuesday
 9:00 AM - 1:00 PM Friday

Enter the amount you wish to contribute and make a SEPARATE CHECK payable to: TOWN OF WENHAM. Your contribution is in addition to the Property Tax shown below. Return this portion along with the BOTTOM portion labeled 'REMITTANCE COPY' in the window envelope provided.

Collector of Taxes Leslie Davidson		<i>The Commonwealth of Massachusetts</i>		ISSUE DATE: 7/1/2017	
Your Preliminary Real Estate Tax for the fiscal year beginning July 1, 2017 and ending June 30, 2018 on the Parcel of REAL ESTATE described below is as follows:		Town of Wenham P.O. Box 1071 Medford, MA 02155-0011		BILL NUMBER: [REDACTED]	
				PARCEL: [REDACTED]	
PROPERTY DESCRIPTION		TAX SUMMARY		FIRST QUARTER PRELIMINARY TAX	
LOCATION: [REDACTED]		Preliminary Real Estate Tax	\$4,491.76	First Quarter Tax	\$2,299.51
		Preliminary CPA Tax	\$107.26	Total Liens	
		Total Preliminary Tax	\$4,599.02	Interest	
Area: [REDACTED]	CLASS: [REDACTED]	1st Quarter Preliminary Tax Due August 1, 2017	\$2,299.51	Payments	
BOOK: [REDACTED]	PAGE: [REDACTED]	2nd Quarter Preliminary Tax Due November 1, 2017	\$2,299.51	Exemptions	
		Interest at a rate of 14% per annum will accrue on overdue payments until payment is made.		Pay this Amount	⇒⇒ \$2,299.51
				Due & Payable	⇒⇒ 08/01/2017

025012018180000034308400002299510801170

**TAXPAYER COPY - FY 2018
 REAL ESTATE TAX**

[REDACTED]		ISSUE DATE: 7/1/2017	
		BILL NUMBER: [REDACTED]	
		PARCEL: [REDACTED]	
LOCATION: [REDACTED]		FIRST QUARTER PRELIMINARY TAX	
Area: [REDACTED]	CLASS: [REDACTED]	FY 2017 Preliminary Tax	\$2,299.51
BOOK: [REDACTED]	PAGE: [REDACTED]	Interest	
		Payments	
Pay your bills online at: www.wenhamma.gov		Pay this Amount	⇒⇒ \$2,299.51
		Due & Payable	⇒⇒ 08/01/2017

025012018180000034308400002299510801170

**REMIT COPY - FY 2018
 REAL ESTATE TAX**

Town of Wenham
 P.O. Box 1071
 Medford, MA 02155-0011

Part I ADMINISTRATION OF THE GOVERNMENT

Title IX TAXATION

Chapter 60 COLLECTION OF LOCAL TAXES

Section 3F VOLUNTARY DONATION TO MULTIPLE VETERANS ASSISTANCE FUND BY DESIGNATION ON MUNICIPAL PROPERTY TAX OR MOTOR VEHICLE EXCISE BILLS

[Text of section added by 2016, 141, Sec. 12 effective July 14, 2016.]

Section 3F. A city, town or district that accepts this section may designate a place on its municipal property tax bills or motor vehicle excise bills or mail with such bills a separate form whereby taxpayers of the city, town or district may voluntarily check off, donate and pledge an amount of money which shall increase the amount already due to establish and fund a municipal veterans assistance fund which shall be under the supervision of the local veterans agent, the board or officer in charge of the collection of the municipal charge, fee or fine or the town collector of taxes.

[Paragraph inserted following the first paragraph by 2016, 283, Sec. 9 effective October 6, 2016.]

Any amounts donated to the fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest the funds at the direction of the

officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust fund investments except as otherwise specified in this section. The fund and any interest thereon shall be used for the purposes of this section without further appropriation.

Money in the fund shall be used to provide support for veterans and their dependents in need of immediate assistance with food, transportation, heat and oil expenses. The city, town or district's veterans' services department shall: (i) establish an application process for veterans and their dependents to obtain assistance; (ii) establish standards for acceptable documentation of veteran status or dependent status; and (iii) establish financial eligibility criteria for determining need and amount of assistance for eligible applicants. The veterans' services department shall be responsible for reviewing each applicant and fairly applying the eligibility and level-of-need standards.

Approved at April 2016 ATM

**ARTICLE 17: Acceptance of MGL Chapter 59, Section 5N:
Tax Relief to Veterans**

To see if the Town will vote to accept the provisions of MGL Chapter 59, Section 5N to establish a program to allow veterans, as defined in MGL Chapter 4, Section 7, clause 43, or a spouse of a veteran in the case where the veteran is deceased or has a service-connected disability, to volunteer to provide services to that city or town. In exchange for such volunteer services, the Town shall reduce the real property tax obligations of that veteran on the veteran's tax bills and that reduction shall be in addition to any exemption or abatement to which that person is otherwise entitled; provided, however, that person shall not receive a rate of, or be credited with, more than the current minimum wage of the commonwealth per hour for the services provided pursuant to that reduction; and provided further, that the reduction of the real property tax bill shall not exceed \$1,000 in a given tax year.
Or take any other action relative thereto.

Commentary: As with the tax relief for seniors addressed in Article 15, Massachusetts law provides that towns may have a similar program for veterans or their spouses (if the veteran is deceased or disabled). This article would accept the statutory authority to establish a tax work-off program for veterans that would offer up to a \$1,000 annual exemption.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

Approved at April 2017 ATM

**ARTICLE 14: Bylaw Adoption: Veterans Exemptions
Extended to Spouses**

To see if the Town will vote to accept the provisions of MGL Chapter 59, Section 5, Clause Twenty-Second G, rendering the spouse of a veteran or a deceased veteran with title to the veteran's domicile, eligible for an exemption.
Or take any other action relative thereto.

Commentary: The Municipal Modernization Act passed by the state legislature earlier this year gave the local option to municipalities under Massachusetts General Law Chapter 59, Section 5, Clause Twenty-Second G to extend eligibility for the existing real estate tax exemption to veterans' spouses in certain circumstances. The Board of Assessors has traditionally granted about a dozen veterans exemptions each year, totaling several thousand dollars, for which the Town receives a partial reimbursement from the state.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Vote needed: Simple Majority

**Request for Letter of Interest to Fill
Scholarship Fund, Educational Fund, and Elderly & Disabled Relief
Committees**

In addition to the new veterans assistance fund, residents will also be given the option to donate to several other, previously established, funds on next month's tax bills. At Spring 2004 Town Meeting, residents approved local options MGL Chapter 60 Sections 3C and 3D. In doing so, they created a scholarship fund, an educational fund, and an elderly & disabled fund. For several years thereafter, residents were given the option on their tax bills to donate to these various funds, but that practice has been discontinued for a number of years.

Now that the Town is starting to once again give residents the opportunity to contribute to these various funds, the Board of Selectmen will appoint residents to each of these committees so that they can appropriately allocate funds that are collected through this process.

The current fund balances are as follows:

- Scholarship - \$3,951.98
- Education - \$10,345.43
- Elderly & Disabled - \$12,178.17

Please submit letters of interest by July 16, 2018 to the Town Administrator's Office at Wenham Town Hall, 138 Main Street or via email to nroebuck@wenhamma.gov.

Attachments:

M.G.L. Ch. 60, § 3C

M.G.L. Ch. 60, § 3D

TOWN OF WENHAM
 OFFICE OF THE TAX COLLECTOR
 P.O. BOX 576
 138 MAIN STREET
 WENHAM, MA 01984
 000001 0000357



TOWN OF WENHAM
FISCAL YEAR 2018 FIRST QUARTER
PRELIMINARY REAL ESTATE TAX BILL

VOLUNTARY CONTRIBUTIONS

1. SCHOLARSHIP	\$ _____
2. EDUCATION	\$ _____
3. ELDERLY & DISABLED FUND	\$ _____
4. VETERAN'S ASSISTANCE FUND	\$ _____
TOTAL CONTRIBUTION	\$ _____
DONOR NAME: _____	
ADDRESS: _____	

Phone: Office of the Collector: (978) 468-5520 Ext. 3
 Office of the Assessor: (978) 468-5520 Ext. 5

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

SCH 5-DIGIT 01915



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BOOK: [REDACTED]	PAGE: [REDACTED]	2nd Quarter Preliminary Tax Due November 1, 2017	\$2,299.51	Exemptions	
[REDACTED]		Interest at a rate of 14% per annum will accrue on overdue payments until payment is made.		Pay this Amount	⇒⇒ \$2,299.51
				Due & Payable	⇒⇒ 08/01/2017

025012018180000034308400002299510801170

TAXPAYER COPY - FY 2018
REAL ESTATE TAX

[REDACTED]		ISSUE DATE: 7/1/2017	
[REDACTED]		BILL NUMBER: [REDACTED]	
[REDACTED]		PARCEL: [REDACTED]	
LOCATION:		FIRST QUARTER PRELIMINARY TAX	
Area: [REDACTED]	CLASS: [REDACTED]	FY 2017 Preliminary Tax	\$2,299.51
BOOK: [REDACTED]	PAGE: [REDACTED]	Interest	
		Payments	
Pay your bills online at: www.wenhamma.gov		Pay this Amount	⇒⇒ \$2,299.51
		Due & Payable	⇒⇒ 08/01/2017

REMIT COPY - FY 2018
REAL ESTATE TAX

Town of Wenham
 P.O. Box 1071
 Medford, MA 02155-0011

025012018180000034308400002299510801170

Part I ADMINISTRATION OF THE GOVERNMENT**Title IX** TAXATION**Chapter 60** COLLECTION OF LOCAL TAXES**Section 3C** CITY OR TOWN SCHOLARSHIP FUND; DONATION; DEPOSITS;
DISTRIBUTION

[First paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 3C. Any city or town which accepts the provisions of this section or has previously accepted chapter one hundred and ninety-four of the acts of nineteen hundred and eighty-six is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town can voluntarily check off, donate and pledge an amount not less than one dollar or such other designated amount which shall increase the amount otherwise due, and to establish a city or town scholarship fund, the purpose of which shall be to provide educational financial aid to deserving city and town residents in accordance with this section and to establish a city or town educational fund, the purpose of which shall be to provide supplemental educational funding for local educational needs or to provide funding for existing adult literacy programs.

[First paragraph as amended by 2016, 218, Secs. 159 and 160 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Any city or town which accepts the provisions of this section or has previously accepted chapter one hundred and ninety-four of the acts of nineteen hundred and eighty-six is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town can voluntarily check off, donate and pledge an amount not less than one dollar or such other designated amount which shall increase the amount otherwise due, and vote to establish a city or town scholarship fund, the purpose of which shall be to provide educational financial aid to deserving city and town residents in accordance with this section or to establish a city or town educational fund, the purpose of which shall be to provide supplemental educational funding for local educational needs or to provide funding for existing adult literacy programs.

Any amounts donated to the scholarship fund or educational fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest said funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust fund investments, except as otherwise specified herein. Interest earned upon such fund shall remain therewith and shall be used for the purpose of said fund without further appropriation.

[Introductory paragraph of third paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]

In any city or town establishing a scholarship fund, there shall be a scholarship committee and educational fund committee to consist of the superintendent of the city or town schools or designee thereof, and no fewer than four residents of the city or town appointed by the board of selectmen to a term of three years. The scholarship committee or educational fund committee shall select the recipients of and amounts of financial aid from the scholarship fund and educational fund and shall be guided by any criteria established by the scholarship committee or educational fund committee subject to any ordinance or by-law and further subject to the following criteria:

[Introductory paragraph of third paragraph as amended by 2016, 218, Sec. 161 effective November 7, 2016. For text effective until November 7, 2016, see above.]

In any city or town establishing a scholarship fund or educational fund, there shall be a scholarship committee or educational fund committee to consist of the superintendent of the city or town schools or designee, and no fewer than 4 residents of the city or town appointed by the mayor or board of selectmen to a term of 3 years. The scholarship committee or educational fund committee shall select the recipients of and amounts of financial aid from the scholarship fund and educational fund and shall be guided by any criteria established by the scholarship committee or educational fund committee subject to any ordinance or by-law and further subject to the following criteria:

(a) The recipients of financial aid must be residents of the city or town at the time the financial aid is first awarded and have been accepted to pursue education beyond the secondary school level at an institution deemed accredited by the committee.

(b) The committee shall take into consideration each recipients financial need, character, scholastic record and involvement in community work as well as extracurricular school activities.

[Fourth paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]

The scholarship committee may distribute financial aid from both interest and principal of the fund, without further appropriation. The scholarship committee shall establish a procedure for determining at least on an annual basis the amounts or percentage of the funds that shall be authorized for distribution and for notifying the investing officer or agency so that the funds may be made available in a timely manner and with a minimum of penalties.

[Fourth paragraph as amended by 2016, 218, Sec. 162 effective November 7, 2016. For text effective until November 7, 2016, see above.]

The scholarship committee may distribute financial aid, or the educational committee may distribute supplemental educational funds for the school, from both interest and principal of the fund without further appropriation. The scholarship committee or education committee shall establish a procedure for determining the amounts or percentage of the funds that shall be authorized for distribution and for notifying the investing officer or agency so that the funds may be made available in a timely manner and with a minimum of penalties.

Part I ADMINISTRATION OF THE GOVERNMENT

Title IX TAXATION

Chapter 60 COLLECTION OF LOCAL TAXES

Section 3D CITY OR TOWN AID TO ELDERLY AND DISABLED TAXATION FUND; VOLUNTARY CHECK OFF DONATIONS

Section 3D. A city or town which accepts the provisions of this section is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town may voluntarily check off, donate and pledge an amount not less than \$1 or such other designated amount which shall increase the amount otherwise due, and to establish a city or town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income.

Any amounts donated to said fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest said funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust

fund investments, except as otherwise specified herein. The fund, together with the interest earned thereon shall be used for the purpose specified in this section without further appropriation.

In any city or town establishing an aid to the elderly and disabled taxation fund, there shall be a taxation aid committee to consist of the chairman of the board of assessors, the city or town treasurer and three residents of the city or town to be appointed by the mayor or board of selectmen as the case may be. Said board shall adopt rules and regulations to carry out the provisions of this section and to identify the recipients of such aid.

Hamilton
2 town PATRIOTIC
CELEBRATION
Wenham



2018



FIREWORKS
at dusk

Community
**BLOCK
PARTY**



Awesome
RAFFLES



SATURDAY { PATTON PARK
JUNE 23 from 4-9 PM

*****RAIN DATE: JUNE 24*****



Decorate your bike! BEFORE THE PARADE FROM 3-4PM AT THE HW LIBRARY. *Decorations provided.*

MUSIC • KIDS ACTIVITIES • FOOD TRUCKS

\$20 WRISTBANDS AVAILABLE FOR SPECIAL RIDES AND ACTIVITIES

\$10 TODDLER WRISTBANDS - 2 AND UNDER

OPENING CEREMONY • PATRIOTIC TRIBUTE • BIKE PARADE



SalemFive
CHARITABLE FOUNDATION



A collaboration of
Hamilton-Wenham Recreation

Thank you to the many local organizations
for supporting this community event.

The Wenham Affordable Housing Trust and Board of Selectmen invite you to the...

Wenham Affordable Housing Trust Action Plan Presentation

**Tuesday, June 26, 2018
7:00 PM**

**Selectmen's Room at Wenham Town Hall
138 Main Street**



The Trustees will:

- Share the five-year goals of their Action Plan from FY19-23
- Detail how their goals respond strategically to Wenham's housing needs, the direction provided through community engagement, and considerations of feasibility
- Present a proposed timeline for implementation of priority initiatives

Questions: Contact Nicci Roebuck at Wenham Town Hall, 978-468-5520 x2, nroebuck@wenhamma.gov or Jennifer Goldson, Planning Consultant 617-872-0958, jennifer@jmgoldson.com

BOARD OF SELECTMEN MEETING

June 19, 2018

REPORTS

- TOWN ADMINISTRATOR – Update
- CHAIRMAN
- SELECTMEN



Town of Wenham

Selectmen / Town Administrator

TEL 978-468-5520

FAX 978-468-8014

MEMORANDUM

TO: Board of Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Town Administrator's Report
DATE: June 19, 2018

Wenham Pines

With all local and state permits in place, site work at 56-60 Main Street has recently begun. The demolition of the pro shop is now complete and road construction is just getting started. The Town has a peer review engineer on site on a regular basis, ensuring compliance with all permit conditions. Once the access road, stormwater drainage system, and septic system are installed, construction of the 22 new units will commence. As a reminder, all new units, which will be constructed in phases, will be situated a minimum of 500 feet back from Route 1A. Tree removal is also being kept to a minimum, with many of the large pines being preserved, and the developers have a landscaping plan that includes planting additional trees on the site as well.

Town Hall Campus

As you may recall, Town Meeting approved \$18k in funding from Free Cash for FY18 and another \$18k for FY19 to fully paint the exterior of Town Hall. The prep work was completed this past weekend, and painting will start on the first two sides later this week. The other two sides will be painted in July, after which the newly repainted shutters will be reinstalled.

With the foundation work now complete, the prefabricated shed to house our historic fire pumper, Enon One, is scheduled for delivery and installation on Monday June 25. Additional site amenities including finish painting, landscaping, and interpretive signage will be completed over the summer months before the ribbon cutting event on September 8.

Street Tree Removal and Planting Plan

Last night, the Finance and Advisory Committee approved a Reserve Fund Transfer Request in the amount of \$25k. This funding will cover \$14k in hazard tree removals based on a combination of the findings from our recent assessment report and requests from residents. It will also allow the DPW to plant up to 20 new street trees by next June – the first step to strategically and systematically replace the many trees that have been removed over the past several years, with more to come in the years ahead.

BOARD OF SELECTMEN MEETING

June 19, 2018

Public Hearing

Proposed Personnel Policy Changes Related to Comprehensive Employee Handbook Update

- Draft Motion – Open Public Hearing
- Legal Notice – Public Hearing on Comprehensive Employee Handbook Update published in The Salem News, Monday, June 11, 2018
- Draft Motion – Close Public Hearing

CH

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

- Vote: I move the Board of Selectmen open the Public Hearing for the purpose of deliberating on proposed personnel policy changes related to a comprehensive employee handbook update.

Seconded / Discussion/ Vote

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Published Date June 11, 2018

Notice Details

PUBLIC HEARING ON COMPREHENSIVE EMPLOYEE HANDBOOK UPDATE The Board of Selectmen of the Town of Wenham, Massachusetts will hold a public hearing regarding comprehensive updates to the employee handbook. The public hearing will be held on Tuesday, June 19th at 6:30 p.m. at Town Hall, 138 Main Street, Wenham, MA. Supporting information may be viewed at the Town Administrator's Office between the hours of 9:00 a.m. and 4:30 p.m. on Mondays, Wednesdays and Thursdays; 9 a.m. and 7 p.m. on Tuesdays; and 9 a.m. and 1 p.m. on Fridays. Inquiries or questions may be directed to the Town Administrator's Office by calling 978-468-5520 ext. 2. The public is encouraged to attend and participate. SN - 6/11/18

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BOARD OF SELECTMEN MEETING

May 19, 2018

DRAFT MOTION

➤ Vote: I move Board of Selectmen close the Public Hearing.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

- A. Discussion of Proposed Updates to Employee Handbook CH
- B. Town Administrator Annual Performance Evaluation: Results and Discussion of FY18 Merit Raise CH
- C. Appointments JC
Assistant Inspector of Wires: Robert J. Brown
Audit Committee: Alexander J. Begin; Richard P. Jones; John O. Wilhelm
Building Inspector: Charles T. Brett
Burial Agent: William E. Wildes
Fence Viewer: Charles T. Brett
Hamilton-Wenham Community Access & Media: Kevan Sano
Inspector of Wires: Mark D. Unger
Local Inspector: James Bone
Plumbing & Gas Inspector: Kevin Dash
Plumbing & Gas Inspector, Assistant: David Pereen
Town Administrator: Peter Lombardi
Veterans Committee: Albert W. Dodge, Jr.; Michael S. Lucy; Dean W. Pederson
WISSH Committee: Donald J. Killam, Jr.; Calvin M. Perkins
- D. Year-End Appropriation Transfers – Leslie Davidson, Finance Director JW
- E. Vacation Carryover Request CH
- F. Review and Approve New Reynolds Farm Lease Agreement with The Food Project JC
- G. Review Draft Scope of Work for Regional Dispatch Feasibility Study JW
- H. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) CH

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

A.

**Discussion of Proposed Updates to
Employee Handbook**

- Memo regarding Proposed Comprehensive Updates to Employee Handbook from Peter Lombardi, Town Administrator, June 14, 2018 - PLACEHOLDER
- Redlined Draft of Updated Employee Handbook - PLACEHOLDER

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

B.

Review of Town Administrator Performance Evaluation Form and Process

- Memo regarding FY18 Goal Setting Follow-up from Peter Lombardi, Town Administrator, August 7, 2017
- Performance Evaluation for Town Administrator Peter Lombardi including aggregate results from Board of Selectmen
- Draft Motion



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator
TEL 978-468-5520 FAX 978-468-8014

MEMORANDUM

TO: Board of Selectmen
FROM: Peter Lombardi, Town Administrator
RE: FY18 Goal Setting Follow-up
DATE: August 7, 2017

Following up on our discussion at our annual retreat last week, here are the top priority goals for this coming year that were collectively agreed upon (in no particular rank order):

Goal #1: Advance Human Resource Management

- Successfully coordinate hiring process of new Fire Chief who fits the needs of the department and the community
- Complete update of Employee Handbook and implement select recommendations of Human Resources Audit

Goal #2: Implement Strategic Planning Measures

- Manage inclusive and transparent FY19 budget building process that balances goal of mitigating tax rate increases with service expectations of residents by providing a variety of policy options to deliver a balanced budget, including determining the merits of and need for an operating override
- Successfully deliver updated Joint Recreation Intermunicipal Agreement
- Evaluate long-term operational and financial sustainability of regional dispatch program and recommend alternative service options if necessary
- Determine feasibility of shared inspectional services and make policy recommendations to Selectmen

Goal #3: Improve Communication

- Develop and implement citizen engagement strategy to educate residents about Town's financial condition, with a focus on the FY19 budget
- Conduct town-wide resident survey

Goal #4: Enhance Public Safety

- Improve vehicular and pedestrian safety in downtown corridor on Main Street, including determining feasibility of installing traffic signal

Besides these consensus priority goals, listed below are a number of essential functions of the Town Administrator that are in line with previous recognized Town-wide goals, which are important to continue to address, and against which my overall performance will be evaluated:

Annual Town Meeting

- Coordinate warrant articles and budget schedule
- Assemble Annual Town Report document in line with best practices
- Provide recommendations on comprehensive recodification of Town bylaws

Budget

- Deliver comprehensive budget document in line with best practices
- Continue to update and implement 5-Year Capital Improvement Program

Human Resource Management

- Complete performance evaluations and implement merit steps for non-union employees based on performance evaluation process
- Work with consultant and Public Employee Committee to evaluate employee health insurance alternatives

Strategic Planning

- Recommend adoption of 3rd best practice in Community Compact program and apply for additional grant funding

Communications

- Develop and formalize community sign policy
- Continue to improve resident engagement, including providing support for second annual citizens leadership academy
- Continue to improve outreach and provide more information via Town website
- Continue to improve communication between Town Hall departments/employees, and between elected/appointed officials on Town Boards, Committees, and Commissions

Economic Development

- Work with Board of Selectmen and Economic Development Committee to: examine potential for cellphone towers on public property and improve cellphone reception; develop workable plan to potentially develop Boulder Lane; identify Town-owned properties and outline potential disposition plan

Board/Committee Support

- Support efforts of the 375th Anniversary Committee
- Support efforts of the Longmeadow Study Committee
- Support efforts of Open Space and Recreation Committee
- Examine staffing needs of Historic District Committee and Affordable Housing Trust

Operational

- Implement one-year Fire-based EMS pilot program
- Coordinate installation of Enon One facility and Pingree Park playground
- Remain engaged in regional water resource planning efforts
- Support efforts of permitting and planning departments to develop Guide to Doing Business in Wenham

Wenham Town Administrator Evaluation Form: Peter Lombardi

4	3	2	1	
Outstanding	Commendable	Satisfactory	Needs Improvement	Not Applicable or Unable to Evaluate

Board Member Name: Board of Selectmen Aggregate Results

RATING SCALE

I. General Management/Effectiveness

Efficiently and effectively manages day-to-day operations of Town government.
 Sees the big picture – balances the needs and interests of the full range of municipal services.
 Thinks and plans for the long term - keeps strategic planning in mind when addressing daily operational issues.
 Employs a reflective and reasoned approach to decision making and makes timely decisions.
 Demonstrates the ability to apply technical knowledge of collective bargaining, procurement, project management, human resource management, financial management, and other key elements of effective municipal management.
 Oversees Town's interests in all matters of litigation, coordinating the provision of services by Town Counsel and special counsel.

4	3	2	1	
---	---	---	---	--

Comments:

2. Board Relations/Communication

Expresses ideas and information accurately and clearly in both oral and written form.
 Prepares and distributes materials and information in a timely manner for Board of Selectmen and other Town Boards, Committees, and Commissions when applicable.
 Provides recommendations to assist the Board of Selectmen and other Town Boards, Committees, and Commission when applicable in policy development and decision making.
 Maintains a system of reporting to the Board of Selectmen on current plans and activities of Town staff and operations.
 Shares information with employees and residents on a regular basis.
 Develops and cultivates strong relationships with key regional partners to benefit the provision of Town services.

4	3	2	1	
---	---	---	---	--

Comments:

4	3	2	1	
Outstanding	Commendable	Satisfactory	Needs Improvement	Not Applicable or Unable to Evaluate

3. Interpersonal Skills & Development

Takes responsibility seriously and works hard.
 Is tactful, diplomatic and tolerant.
 Manages and resolves conflict effectively.
 Has a positive approach to position.
 Recognizes and learns from past mistakes.
 Devotes time and effort to personal and professional excellence, keeping abreast of current developments in the field of public administration and municipal governance.

4	3	2	1	
4	3	2	1	

Comments:

4. Leadership

Displays a competent and professional attitude.
 Inspires confidence and respect from Town staff, elected/appointed leaders, and residents.
 Promotes honesty, integrity, and fairness across the organization.
 Creates a positive work environment, developing rapport and trust with employees.
 Understands the importance of teamwork, recognizes the efforts and accomplishments of other Town employees, and motivates superior performance.
 Balances taking responsibility and delegating assignments as necessary.

4	3	2	1	
4	3	2	1	

Comments:

5. Board of Selectmen Priority Goals for Fiscal 2018

The goals and objectives listed below were developed at the Annual Retreat on August 3, were approved by the Board at their August 22 meeting, and are intended to reflect consensus priorities for FY18.

	4	3	2	1	
	Outstanding Progress	Commendable Progress	Satisfactory Progress	Insufficient Progress	No Longer Priority or Unable to Evaluate
Goal #1: Advance Human Resource Management					
A. Successfully coordinate hiring process of new Fire Chief who fits the needs of the department and the community	4	3	2	1	
B. Complete update of Employee Handbook and implement select recommendations of Human Resources Audit	4	3	2	1	X

Comments:

Goal #2: Implement Strategic Planning Measures

A. Manage inclusive and transparent FY19 budget building process that balances goal of mitigating tax rate increases with service expectations of residents by providing a variety of policy options to deliver a balanced budget, including determining the merits of and need for an operating override	4	3	2	1	
B. Successfully deliver updated Joint Recreation Intermunicipal Agreement	4	3	2	1	X
C. Evaluate long-term operational and financial sustainability of regional dispatch program and recommend alternative service options if necessary	4	3	2	1	
D. Determine feasibility of shared inspectional services and make policy recommendations to Selectmen	4	3	2	1	

Comments:

Goal #3: Improve Communication

A. Develop and implement citizen engagement strategy to educate residents about Town's financial condition, with a focus on the FY19	4	3	2	1	
B. Conduct town-wide resident survey	4	3	2	1	X

Comments:

	Outstanding	Commendable	Satisfactory	Needs Improvement	Not Applicable or Unable to Evaluate
Goal #4: Enhance Public Safety					
A. Improve vehicular and pedestrian safety in downtown corridor on Main Street, including determining feasibility of installing traffic signal	4	3	2	1	

Comments:

Goal #5: Continue to Address Ongoing "Essential Function" Goals (details provided in attached 08.07.17 memo)					
A. Annual Town Meeting	4	3	2	1	
B. Budget	4	3	2	1	
C. Human Resource Management	4	3	2	1	
D. Strategic Planning	4	3	2	1	
E. Communications	4	3	2	1	
F. Economic Development	4	3	2	1	X
G. Board/Committee Support	4	3	2	1	
H. Operational	4	3	2	1	

Comments:

General Comments:

The annual performance evaluation process is outlined in the Town Administrator's employment contract and is important to advancing Town-wide organizational and operational priorities. Please schedule a time to meet with the Town Administrator to discuss this evaluation. After this initial review, please submit your completed evaluation form to the Executive Assistant to the Town Administrator, who will aggregate individual ratings and comments.

Signature Results compiled by Nicole J. Roebuck

Date June 15, 2018

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Town Administrator FY18 Merit Raise

- **Vote:** Based on performance evaluations conducted by each member of the board, I move to approve an FY18 Merit Increase of XX% for Town Administrator Peter Lombardi, retroactive to July 1, 2017.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

C.

Appointments

- Assistant Inspector of Wires: Robert J. Brown
 - Draft Motion
- Audit Committee: Alexander J. Begin, Richard P. Jones, John O. Wilhelm
 - Letters of Interest
 - Draft Motion
- Building Inspector: Charles T. Brett
 - Draft Motion
- Burial Agent: William E. Wildes
 - Letter of Recommendation from Cemetery Commission – PLACEHOLDER
 - Draft Motion
- Fence Viewer: Charles T. Brett
 - Draft Motion
- Hamilton-Wenham Community Access & Media: Kevan Sano
 - Email regarding Appointment from Bill Melville, Executive Director, HWCAM
 - Hamilton-Wenham Community Access & Media, Inc. Board of Directors
 - Draft Motion
- Inspector of Wires: Mark D. Unger
 - Draft Motion

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS C. Appointments

- Local Inspector: James Bone
 - Draft Motion

- Plumbing & Gas Inspector: Kevin Dash
 - Draft Motion

- Plumbing & Gas Inspector, Assistant: David Pereen
 - Draft Motion

- Town Administrator: Peter Lombardi
 - Draft Motion

- Veterans Committee: Albert W. Dodge, Jr., Michael S. Lucy, Dean W. Pederson
 - Letters of Interest
 - Draft Motion

- WISSH Committee: Donald J. Killam, Jr., Calvin M. Perkins
 - Letters of Interest
 - Draft Motion

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Assistant Inspector of Wires Appointment

- Vote: I move to appoint Robert J. Brown as Assistant Inspector of Wires for a term beginning July 1, 2018 and ending July 31, 2018.

Seconded / Discussion/ Vote

Nicole Roebuck

From: Richard Jones <rich@rpjins.com>
Sent: Monday, May 14, 2018 12:37 PM
To: Nicole Roebuck
Subject: Audit Committee

More than happy to continue serving on the audit committee.

Rich Jones
Cambree Life Associates Inc
508-320-6693

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BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Audit Committee Appointments

- Vote: I move to appoint John O. Wilhelm, Richard P. Jones and Alexander J. Begin to the Audit Committee for (1) year terms beginning July 1, 2018 and ending on June 30, 2019.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Building Inspector Appointment

- Vote: I move to appoint Charles Brett as Building Inspector for a term beginning July 1, 2018 and ending July 31, 2018.

Seconded / Discussion/ Vote



**Town of Wenham
Cemetery Commission
138 Main Street
Wenham, MA 01984**

TEL: 978-468-5520 X 6

FAX: 978-468-8014

June 18, 2018

To: Wenham Board of Selectmen
138 Main Street
Wenham, MA 01984

From: Cemetery Commission
138 Main Street
Wenham, MA 01938

Subject: Appointment of Burial Agent

The Wenham Cemetery Commission met on June 18, 2018 and reviewed William Wildes performance as Burial Agent and found it to be satisfactory. We recommend his re-appointment as Burial Agent for Fiscal Year 2019.

Gary Cheeseman, Chairman
Commissioner

Dana Bagnell
Commissioner

Harriet Davis
Commissioner

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Burial Agent Appointment

William E. Wildes

- Vote: I move to appoint William E. Wildes for a one (1) year term beginning on July 1, 2018 and ending on June 30, 2019.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Fence Viewer Appointment

- Vote: I move to appoint Charles Brett as Fence Viewer for a term beginning July 1, 2018 and ending July 31, 2018.

Seconded / Discussion/ Vote

Nicole Roebuck

From: Bill Melville <admin@hwcam.org>
Sent: Tuesday, June 12, 2018 9:19 AM
To: Scott Maddern; Nicole Roebuck
Cc: 'Bunk, Donna'; 'Brian Doser'
Subject: RE: Appointments and/or re-appointments?

Yes he does along with Kevan Sano.
Bill

Bill Melville

Executive Director
Hamilton-Wenham Community Access and Media Inc.
Channel 8, 22 and 99 Comcast
35, 36 and 37 Verizon
775 Bay Rd.
Hamilton, MA 01982
Phone: 978-468-1320
www.hwcam.org

On June 12, 2018 at 9:13:52 AM, Scott Maddern (smaddern@hamiltonma.gov) wrote:

Thanks Bill – does Tom want to be re-appointed?

Sincerely,

Scott Maddern
o: 978-468-5599

h: 978-468-6291

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From: Bill Melville <admin@hwcam.org>
Sent: Monday, June 11, 2018 5:55 PM
To: Scott Maddern <smaddern@hamiltonma.gov>; Nicole Roebuck <nroebuck@wenhamma.gov>
Cc: Bunk, Donna <d.bunk@hwschools.net>; Brian Doser <briandigi@yahoo.com>
Subject: Re: Appointments and/or re-appointments?

Hi Scott, Nicci and Donna

Tom Rogers is the only one from the Hamilton side whose term expires on June 30th 2018. Kevan Sano is a joint appointment from the schools. The joint appointment is voted on by both the Hamilton and Wenham BOS separately and then by the RSC.

The terms for HWCAM board members are 3 years. I've attached the latest Directors and Officers document.

Thanks

Bill

Bill Melville

Executive Director
Hamilton-Wenham Community Access and Media Inc.
Channel 8, 22 and 99 Comcast
35, 36 and 37 Verizon
775 Bay Rd.
Hamilton, MA 01982
Phone: 978-468-1320
www.hwcam.org

On June 11, 2018 at 10:13:01 AM, Scott Maddern (smaddern@hamiltonma.gov) wrote:

Hi Gents,

Appointments and re-appointments are generally due by the end of the month. I'm the liaison to HWCAN and the FinCom so I'm checking in.

- Brian/Bill: is anyone due this month?
- Jeff/Phil: does Darcy want to be reappointed?

Sincerely,

Scott Maddern
o: 978-468-5599

h: 978-468-6291

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Hamilton-Wenham Community Access and Media Inc.
20-5699546

H-W Cable Television
BOARD OF DIRECTORS

Last edited 6/21/17

CONTACT INFORMATION

1. Ann Minois Clerk
Term Expires June 30, 2019
297 Moulton St
Hamilton, MA 01982
Home 978-468-2595
annminois@aol.com
2. Tom Rogers V. President
Term Expires June 30, 2018
173 Sagamore St
South Hamilton MA 01982
978-468-8095
tomrogers@verizon.net
3. Kevan Sano
Term Expires June 30, 2016
1 Redwood Drive
Ipswich MA 01938
978-356-1989
kevansano@mac.com
4. Brian Doser- President
Term Expires June 30, 2019
12 Cedar Street
Wenham MA 01984
Home 978-626-0000
briandigi@yahoo.com
5. Warren "Bob" Gray-Treasurer
Term Expires June 30, 2020
935 Bay Rd.
Hamilton, MA 01982
Home 978-468-1807
bobshirley@verizon.net
6. Vacant from Wenham
7. Vacant from Wenham
Executive Director
William Melville
3 Auburn Street
Dover NH 03820
HWCAM 978-468-1320
Cell 978-335-2221

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Hamilton-Wenham Community Access & Media
Appointment

- Vote: I move to appoint Kevan Sano to the Hamilton-Wenham Community Access & Media Board for a (3) year term beginning July 1, 2018 and ending June 30, 2021.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Inspector of Wires Appointment

- Vote: I move to appoint Mark D. Unger as Inspector of Wires for a term beginning July 1, 2018 and ending July 31, 2018.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Local Inspector Appointment

- Vote: I move to appoint James Bone as Building Inspector for a term beginning July 1, 2018 and ending July 31, 2018.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Plumbing & Gas Inspector Appointment

- Vote: I move to appoint Kevin Dash as Plumbing & Gas Inspector for a term beginning July 1, 2018 and ending July 31, 2018.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Plumbing & Gas Inspector, Assistant Appointment

- Vote: I move to appoint David Pereen as Plumbing & Gas Inspector, Assistant for a term beginning July 1, 2018 and ending July 31, 2018.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Town Administrator Appointment

- Vote: I move to appoint Peter Lombardi as Town Administrator for a three (3) year term beginning July 1, 2018 and ending June 30, 2021.

Seconded / Discussion / Vote

Nicole Roebuck

From: Albert W. Dodge <wdodge@comcast.net>
Sent: Saturday, June 02, 2018 7:28 AM
To: Nicole Roebuck
Subject: Re: Veterans Committee Re-appointment

Nicci

I would like to be reappointed.

Thanks

Win

On May 31, 2018, at 11:40 AM, Nicole Roebuck <NRoebuck@wenhamma.gov> wrote:

Hi guys,

I'm following up on the letter sent from our office regarding you appointment to the Veterans Committee. Will you be seeking re-appointment for another term? The Selectmen will be making their appointments at their June meetings.

Thanks very much,

Nicci

Nicci Roebuck

*Executive Assistant
Town Administrator's Office*

Town of Wenham

138 Main Street, Wenham, MA 01984
978-468-5520 x2

Nicole Roebuck

From: mike <mslaenergy@verizon.net>
Sent: Saturday, June 02, 2018 7:03 AM
To: Nicole Roebuck
Cc: Dean Pederson (dped63@gmail.com); Albert W. Dodge (wdodge@comcast.net)
Subject: Re: Veterans Committee Re-appointment

Hi Nicci:

Yes.

Thanks, Mike

Sent from my iPhone

On May 31, 2018, at 11:40 AM, Nicole Roebuck <NRoebuck@wenhamma.gov> wrote:

Hi guys,

I'm following up on the letter sent from our office regarding your appointment to the Veterans Committee. Will you be seeking re-appointment for another term? The Selectmen will be making their appointments at their June meetings.

Thanks very much,
Nicci

Nicci Roebuck
Executive Assistant
Town Administrator's Office

Town of Wenham
138 Main Street, Wenham, MA 01984
978-468-5520 x2

DEAN WESLY PEDERSEN

172 Main Street

Wenham, Massachusetts 01984

4 June 2018

TO: The Wenham Board of Selectmen

subj: Appointment to the Wenham Veterans Committee

Having completed a one year term of service as a member of the Wenham Veterans Committee I am requesting to be appointed to another term of service.

Sincerely,

A handwritten signature in black ink that reads "Dean W Pedersen". The signature is written in a cursive style with a large initial 'D' and 'P'.

Dean W. Pedersen

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Veterans Committee Appointments

- Vote: I move to appoint Albert W. Dodge, Jr., Michael S. Lucy and Dean W. Pederson to the Veterans Committee for three (3) year terms beginning July 1, 2018 and ending June 30, 2021.

Seconded / Discussion/ Vote

May 1, 2018

To: Wenham Board of Selectmen

From: Don Killam

24 Perkins Street
Wenham MA 01984

I request to be reappointed to the WISSH Committee. I have been a member of the WISSH Committee since it was first organized.

May 19, 2018

Town of Wenham
Mr. Peter Lombardi
Town Administrator
138 Main Street
Wenham, MA. 01984

Dear Mr. Lombardi,

I have enjoyed my term on the WISSH Committee; and I am very interested in continuing my service.

I feel that my 30 plus year's of being on the fire department has given me experience in many of the issues that come to the WISSH committee. It would be a pleasure to continue serving the community.

Sincerely,

Calvin M. Perkins
309 Old Country Rd
Wenham, MA. 01984
Email: calperk@gmail.com

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

WISSH Committee Appointments

- Vote: I move to appoint Donald J. Killam, Jr. and Calvin M. Perkins to the WISSH Committee for a three (3) year term beginning July 1, 2018 and ending June 30, 2021.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

D.

Year-End Appropriation Transfers

Leslie Davidson, Finance Director

- Memo regarding Year-End Appropriation Transfers from Leslie Davidson, Finance Director, June 18, 2018
- Year-End Appropriation Transfers
- Draft Motion



Town of Wenham
Town Hall
138 Main Street
Wenham, MA 01984

MEMORANDUM

TO: Wenham Finance & Advisory Committee
FROM: Leslie Davidson, Finance Director
RE: Year –End Appropriation Transfers pursuant to MGL Chapter 44, Section 33B
DATE: June 18, 2018

Please see attached report for year-end appropriation transfer requests pursuant to MGL Chapter 44, Section 33B, which was just amended in November, 2016 with the Municipal Modernization Act. The amended law now reads, in part:

“A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity established under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation.”

Below is a summary of the requested transfers for FY18:

Building & Grounds-\$6,000.00
Cemetery - \$1,000.00
Finance - \$1,000.00
Library - \$522.00
Permitting-\$1,100.00
Police-\$40,000.00
Town Administrator - \$1,200.00
Town Hall – \$5,500.00
Water-\$2,200.00
ECO-\$61.70
Medicare-\$1,800.00
Snow and Ice - \$15,456.13
Total \$75,839.83

Detail and reasons for the transfers are included on the attachment.

FY18 YEAR END APPROPRIATION TRANSFERS				
Dept #	Account Number	Account Name	Transfer To	Transfer From
192	01-192-5100-0000	Building & Grounds Salary & Wages	\$ 6,000.00	
491	01-491-5100-0000	Cemetery Salary & Wages	\$ 1,000.00	
914	01-914-5220-0000	Unemployment	\$ -	\$ 7,000.00
149	01-149-5100-0000	Finance Salary & Wages	\$ 1,000.00	
149	01-149-5200-0000	Finance Expenses	\$ -	\$ 1,000.00
620	01-620-5100-0005	Children's Librarian Salary	\$ 7.00	
620	01-620-5100-0004	Young Adult Salary	\$ 100.00	
620	01-620-5100-0006	Head of Circulation	\$ 194.00	
620	0-620-5100-0008	Technical Services Salary	\$ 221.00	
620	01-620-5100-0010	Support Staff Salary & Wages	\$ -	\$ 522.00
450	29-450-5200-0000	Water Expense	\$ 2,200.00	
450	29-450-5100-0000	Water Salary & Wages		\$ 2,200.00
240	01-240-5200-0000	Permitting Expense	\$ 1,100.00	
210	01-210-5100-0000	Police Salary & Wages	\$ 40,000.00	
123	01-123-5200-0000	Town Administrator's Expense	\$ 1,200.00	
160	01-160-5200-0000	Town Hall Expense	\$ 5,500.00	\$ -
840	01-840-5200-0000	ECO	\$ 61.70	
916	01-916-5200-0000	Medicare Expense	\$ 1,800.00	
423	01-423-5200-0000	Snow & Ice Expense	\$ 15,456.13	
914	01-914-5200-0000	Employee Benefits	\$ -	\$ 45,117.83
220	01-220-5110-0000	Fire On-Call Wages	\$ -	\$ 20,000.00
			\$ 75,839.83	\$ 75,839.83

FY18 YEAR END APPROPRIATION TRANSFERS					
Dept #	Account Number	Account Name	Transfer To	Transfer From	Reason
192	01-192-5100-0000	Building & Grounds Salary & Wages	\$ 6,000.00		Hiring of New Facilities Manager
491	01-491-5100-0000	Cemetery Salary & Wages	\$ 1,000.00		Opening graves on weekends
914	01-914-5220-0000	Unemployment	\$ -	\$ 7,000.00	
149	01-149-5100-0000	Finance Salary & Wages	\$ 1,000.00		No Insurance Adjustments/longevity
149	01-149-5200-0000	Finance Expenses	\$ -	\$ 1,000.00	
620	01-620-5100-0005	Children's Librarian Salary	\$ 7.00		Correction to Salary Budget COLA
620	01-620-5100-0004	Young Adult Salary	\$ 100.00		Correction to Salary Budget COLA
620	01-620-5100-0006	Head of Circulation	\$ 194.00		Correction to Salary Budget COLA
620	0-620-5100-0008	Technical Services Salary	\$ 221.00		Correction to Salary Budget COLA
620	01-620-5100-0010	Support Staff Salary & Wages	\$ -	\$ 522.00	
450	29-450-5200-0000	Water Expense	\$ 2,200.00		Water Mitigation
450	29-450-5100-0000	Water Salary & Wages		\$ 2,200.00	
240	01-240-5200-0000	Permitting Expense	\$ 1,100.00		Increased Permit Activity & increased cost GeoTms
210	01-210-5100-0000	Police Salary & Wages	\$ 40,000.00		Police Captain Transition
123	01-123-5200-0000	Town Administrator's Expense	\$ 1,200.00		Cost for ICMA Membership, MAPPO & MMA Conference
160	01-160-5200-0000	Town Hall Expense	\$ 5,500.00	\$ -	Water Mitigation, Annual Town Report
840	01-840-5200-0000	ECO	\$ 61.70		Budget Calculation
916	01-916-5200-0000	Medicare Expense	\$ 1,800.00		Increased payroll warrants
423	01-423-5200-0000	Snow & Ice Expense	\$ 15,456.13		Annual Snow & Ice Deficit
914	01-914-5200-0000	Employee Benefits	\$ -	\$ 45,117.83	
220	01-220-5110-0000	Fire On-Call Wages	\$ -	\$ 20,000.00	
			\$ 75,839.83	\$ 75,839.83	

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

FY18 Year-End Appropriation Transfers

- Vote: I move to approve the attached list of appropriation transfers totaling \$75,839.83 for the fiscal year ending June 30, 2018 presented by the Finance Director, as provided for under Massachusetts General Laws, and as approved by the Finance and Advisory Committee.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

E.

Vacation Carryover Request

- Memo regarding Vacation Carryover Request from Peter Lombardi, Town Administrator, June 13, 2018
- Draft Motion



Town of Wenham

Town Hall
138 Main Street
P. O. Box 576
Wenham, MA 01984

Selectmen / Town Administrator

TEL 978-468-5520 X2

FAX 978-468-8014

To: Selectmen
From: Peter Lombardi, Town Administrator
RE: Vacation Carryover Requests
Date: June 13, 2018

The Town has a policy which identifies that all vacation and personal time for each employee must be used by no later than June 30th unless expressly allowed, by vote of the Selectmen, to be carried over to the next fiscal year.

My office has received one additional carry-over request from FY18 to FY19:

James Politano

Facilities Manager

5 days / 40 hours

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Vacation Carryover Request

- Vote: I move the Board of Selectmen approve the Town Employee Vacation Carryover Request, as detailed in the attached memo, from FY18 into FY19 and to be used by September 30, 2018.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

F.

Review and Approve New Reynolds Farm Lease Agreement with The Food Project, Inc.

- Letter regarding Reynolds Farm Lease Renewal Request to the Conservation Commission from John Wang, North Shore Regional Director, The Food Project, April 12, 2018
- Farmland Lease Agreement between The Town of Wenham, through its Conservation Commission and James Harrison, North Shore Regional Director, The Food Project, Inc., April 1, 2014-November 15, 2018
- Proposed Farmland Lease Agreement between The Town of Wenham, through its Conservation Commission and The Food Project, Inc., November 16, 2018-November 15, 2023
- Draft Motion

Thursday, April 12th 2018

To the Wenham Conservation Commission,

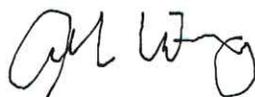
Please accept The Food Project, Inc.'s formal request to renew our lease for a 5-year term for the farmland located at Larch Row (Assessor's Map 20, Lots 1 – 15 acres; and 11 – 2.8 acres). Our original Lease Agreement is dated April 1, 2014 through November 15, 2018. With our success in adhering to the Farmland Lease Agreement, particularly around the Commission's Farmland Rental Policy, we hope that we will be able to continue our partnership moving forward.

Through the past five years, we have worked with hundreds of high school aged youth from across the North Shore (including Wenham) and community volunteers to grow thousands of pounds of produce for distribution in the North Shore. With the produce we grow, we support local Hunger Relief Organizations such as Acord Food Pantry and we look to test and develop win-win distribution models that help farmers sell their produce at the real price it takes them to grow it, while ensuring others can purchase it at a price they can afford. We have also invested a lot of resources into the soil. Through regular applications of compost and intensive cover cropping, we are working to improve soil structure and fertility that will allow for healthier crops with higher yields. In 2017 we sub-soiled 10 of the acres. This process breaks up the hard layer just below the surface, which is the result of many years of intensive ploughing from previous farmers. Soil building is a slow process and we are just benefitting now from the work we have put in up to this point and are excited to see the results moving forward.

For the next five years, we hope to continue our partnership with the Wenham Conservation Commission to offer a place where youth and community members from different backgrounds and life experiences, can connect and dialogue across difference while doing meaningful work to build a better sustainable food system. We also hope to add access to electricity and town water on the south side of Larch Row. This would enable us to continue our youth programming with efficiency and to relocate our Community Supported Agriculture (CSA) distribution to Wenham. An additional temporary structure would provide shelter to the tractors and equipment that are currently in the open. We have plans to continue building the soil and in particular focusing on the fertility of the sandiest fields.

Please let us know if you require any additional information or if you have any questions. We are excited about the potential to continue working with the Wenham Conservation Commission in the coming years.

Sincerely,



John Wang
North Shore Regional Director
The Food Project
jwang@thefoodproject.org
(781) 953-8413



FARMLAND LEASE AGREEMENT

By this Farmland Lease Agreement, the Town of Wenham, by and through its Conservation Commission (the "Commission") agrees to lease the following parcel(s) to

James Harrison, North Shore Regional Director of The Food Project Inc, 120 Munroe Street, Lynn MA 01901

<u>Parcel</u>	<u>Tillable Acres</u>	<u>Rate</u>	
I. Assessor's Map 20, Lot 1 (24.88 acres total)	15 acres	\$60 / acre	\$900/ yr
II. Assessor's Map 20, Lot 11 (8.98 acres total)	2.8 acres	\$60 / acre	\$168/ yr

1. The term of this Lease Agreement shall be from **April 1, 2014 through November 15, 2018.**
2. Tenant shall notify the Commission, on or before April 30, 2018 of his/her desire (or lack of desire) to renew the lease on the farmland for another term.
3. Tenant can alter or adjust uses and crops included in the proposal subject to the Commission's approval, such approval not to be unreasonably denied.
4. Rents are payable, at the rates set forth above, on October 31st after each growing season to which this Lease Agreement applies. Failure to pay the current year's rent, in full, by November 30th of that same year, shall constitute cause for termination of this Agreement at the Commission's sole option.
5. Tenant agrees that he/she shall actually farm the leased land in the crop or use identified herein (or agreed upon pursuant to paragraph 2). Failure to do so shall not excuse Tenant from his/her other obligations hereunder, but shall be cause for termination of the Agreement at the sole option of the Commission.
6. Tenant agrees to have in force for the term of the lease the following policies of insurance:
 - a. Worker's compensation and other benefits required under M.G.L. Chapter 152 and M.G.L. Chapter 149, section 34A.
 - b. Employer's liability with a limit of at least \$250,000 for each accident.
 - c. Comprehensive general liability and automotive liability; General liability shall include personal injury and broad form property damage coverage. Automotive liability shall include coverage for owner, non-owned, and hired vehicles. Combined single limits for comprehensive general liability and automotive liability shall be at least: \$1,000,000 for each person; and \$1,000,000 for each occurrence.

The Town is to be named as additional insured on all policies. Certificates of insurance shall be submitted to the Commission simultaneously with execution of the lease, and annually thereafter. The Commission must be notified of any cancellations of coverage at least one month prior to such cancellation. Failure to provide and maintain suitable insurance coverage as described herein shall constitute a cause for termination of this Agreement at the Commission's sole option.

7. a. Tenant agrees to abide by the Commission's Farmland Rental Policy (Exhibit A attached), and all reasonable amendments thereto and such other applicable policies, rules, and regulations as the Commission may promulgate. Tenant's failure to abide by such policies, rules, and regulations shall constitute cause for termination of this Agreement at the Commission's sole option.

b. Without limitation, Tenant's attention is particularly directed to his/her obligations; to use pesticides in accordance with M. G.L., Chapter 132B, the Massachusetts Pesticide Control Act, and all regulations promulgated there under in the Code of Massachusetts Regulations; to use pesticides and fertilizers according to the manufacturer's instructions; to maintain soil pH; and to engage in regular soils testing.

8. This Agreement is cancelable at the option of the Tenant as of November 15 of any year during the lease term, upon notice actually received by the Commission by the preceding August 1.

9. This Agreement is non-delegable and non-assignable.

TENANT

By: 
Signature

Date: 3/27/2014

WENHAM CONSERVATION COMMISSION

By: 
Signature

Date: 3/27/2014

WENHAM BOARD OF SELECTMEN

By: 
Signature

Date: 4-15-14

EXHIBIT A

FARMLAND RENTAL POLICY of the WENHAM CONSERVATION COMMISSION

This Farmland Rental Policy was adopted by the Wenham Conservation Commission (the "Commission") in open session at its regular meeting held on October 13, 1998 and amended at its regular meetings held on March 22, 2004, November 24, 2008. And February 23, 2014.

I: General Statement of Policy

A. It is the policy of the Commission, acting on behalf of the Town of Wenham, that Town-owned conservation land which has traditionally been in agricultural, horticultural, or silvicultural use or in pastuage (collectively, "agricultural" use) shall continue in agricultural use, and shall be managed and farmed capably and responsibly.

B. By its policies, rules, and regulations, and lease terms applicable to the rental of Town-owned farmland, the Commission wishes to ensure that the following general policy goals are achieved:

1. Rental of Town-owned farmland should be affordable to the working farmer, whether for-profit or not-for-profit, at rates which will encourage responsible use of, and investment in, Town-owned lands. While farmland rentals are and will continue to be a revenue source for the Town, it is not the Commission's primary goal to maximize the short-term dollar return from farmland rentals, at the expense of the other policy goals expressed herein.

2. The Town-owned conservation land at Assessor's Map 20, Lots 1 and 11, was given to the Town with the provision that it "shall be used only for the purpose of protecting the natural resources and the watershed resources of the Town". It is the policy of the Commission that Town farmland should be farmed and cared for in accordance with responsible agricultural practices, and in conformity with this Policy and such other policies, rules, and regulations, and lease terms as the Commission may from time to time prescribe and which are consistent with protection of natural resources and water resources.

3. Where possible, consistent with other goals expressed herein, the Commission wishes to promote stability in the use and management of the Town's farmlands. Experience suggests that the farmer who is, in effect, a long-term partner in the management of a piece of Town farmland will care for it more responsibly than one who has only a short-term interest or investment in the health of that piece. Therefore, when choosing among rental proposals, the Commission considers favorably the fact that a proposed tenant is currently farming the land to be leased, provided that tenant's farming practices are otherwise in accordance with this and other applicable policies of the Commission.

EXHIBIT A

II. Rules of Governing the Use of the Town-owned Farmland

A. All tenants under Lease Agreements pertaining to agricultural land owned by the Town of Wenham shall be subject to this policy and to all other policies governing the use of such land.

B. Tenants are responsible for the proper nourishment and maintenance of the soils on any lands they lease. To that end, tenants shall:

1. Maintain proper pH for the crop(s) grown;
2. Obtain annual soil tests to determine fertilizer requirements for the crops planned, and use appropriate fertilizer only in accordance with the manufacturer's instructions or (in the case of organic fertilizers) with sound farming practices;
3. Plant cover crops, no later than October 15 (or within three (3) weeks of harvest) of each growing season for which the tenant leases farmland;
4. Use only those pesticides permitted by M.G.L., Chapter 132B, and only for the uses in the manner prescribed by the manufacturer.

C. Tenants shall use all economically and mechanically reasonable means to prevent erosion on leased lands, including but not limited to:

1. Plowing across the slope of the land;
2. Planting a winter cover crop and leaving crop residue from previous growing season as mulch, unless crop residue is infested with pests or diseases or other conditions which may significantly damage the following year's crop;
3. Maintaining earthen berms at the lower edge of slopes to slow and/or contain runoff
4. Planting and maintaining grass strips 10 to 15 feet wide at the lower edges of all fields to serve as a plow turn-around area and as a vegetated filter which will reduce sediment and chemical runoff into adjacent areas. Fertilizer and pesticides shall not be directly applied within the grass strip;
5. Planting and maintaining grassed waterways to slow and filter runoff. Waterways shall be 20 to 25 feet wide along the streams/drainage swales which traverse the site and discharge into adjacent wetland resource areas. Any sediment which accumulates in these waterways shall be periodically removed to prevent flooding and maintain proper functioning of the waterway. Fertilizer and pesticides shall not be directly applied within the grassed waterways;

EXHIBIT A

6. Maintaining field edges to prevent encroachment of brush upon agricultural land.

D. Tenants shall keep land free from litter, including without limitation, containers and packaging for agricultural products, and free of farm equipment when not in use.

E. Tenants shall keep peripheral trails free of furrows, agricultural products, and wastes, and stones. Peripheral trails shall be maintained by the Commission and at their sole discretion unless otherwise agreed between the Commission and the tenant.

F. Tenant may remove stones from leased lands in accordance with sound agricultural practices and shall place them in stone dumps designated by the Commission.

G. The Commission may issue for compliance in a reasonable time directives to tenants of Town-owned farmland, not expressly set forth herein, where necessary in the Commission's judgment to promote the goals of this Policy.

H. Tenant shall become familiar with the location of the gas pipeline located on the property and take all necessary precautions to prevent any damage to the line. Tenant shall cooperate fully with Tennessee Gas Pipeline as required.

III. General

This Policy may be amended from time to time by the Commission acting in open session.

FARMLAND LEASE AGREEMENT

By this Farmland Lease Agreement, the Town of Wenham, by and through its Conservation Commission (the "Commission") agrees to lease the following parcel(s) to

The Food Project, Inc., having an address of 120 Munroe Street, Lynn, MA 01901 ("Tenant"),

during the growing season(s) for November 16, 2018 through November 15, 2023 :

<u>Parcel</u>	<u>Tillable Acres</u>	<u>at \$/Acre</u>	
I. Assessor's Map 20, Lot 1 (24.88 acres total)	15	\$60/Acre	\$900/yr
II. Assessor's Map 20, Lot 11 (8.98 acres total)	2.8	\$60/ Acre	\$168/yr

1. The term of this Lease Agreement shall be from November 16, 2018 through November 15, 2023.
2. Tenant shall notify the Commission, on or before April 30th of the final year of this lease, of his/her desire (or lack of desire) to renew the lease on the farmland for another term.
3. Tenant and the Commission may mutually agree to alter the tillable acres shown above.
4. Rents are payable, at the rates set forth above, on October 31st after each growing season to which this Lease Agreement applies. Failure to pay the current year's rent, in full, by November 30th of that same year, shall constitute cause for termination of this Agreement at the Commission's sole option.
5. Tenant agrees that he/she shall actually farm the leased land. Failure to do so shall not excuse Tenant from his/her other obligations hereunder, but shall be cause for termination of the Agreement at the sole option of the Commission.
6. Tenant agrees to have in force for the term of the lease the following policies of insurance:
 - a. Worker's compensation and other benefits required under M.G.L. Chapter 152 and M.G.L. Chapter 149, section 34A.
 - b. Employer's liability with a limit of at least \$250,000 for each accident.
 - c. Comprehensive general liability and automotive liability; General liability shall include personal injury and broad form property damage coverage. Automotive liability shall include coverage for owner, non-owned, and hired vehicles. Combined single limits for comprehensive general liability and

automotive liability shall be at least: \$1,000,000 for each person; and \$1,000,000 for each occurrence.

The Town is to be named as additional insured on all policies. Certificates of insurance shall be submitted to the Commission simultaneously with execution of the lease, and annually thereafter.

7. a. Tenant agrees to abide by the Commission's Farmland Rental Policy, and all amendments thereto and such other applicable policies, rules, and regulations as the Commission may promulgate by July 31 of the year preceding the year in which they become effective. Tenant's failure to abide by such policies, rules, and regulations shall constitute cause for termination of this Agreement at the Commission's sole option.

b. Without limitation, Tenant's attention is particularly directed to his/her obligations; to use pesticides in accordance with M. G.L., Chapter 132B, the Massachusetts Pesticide Control Act, and all regulations promulgated thereunder in the Code of Massachusetts Regulations; to use pesticides and fertilizers according to the manufacturer's instructions; to maintain soil pH; and to engage in regular soils testing.

8. This Agreement may be terminated at the option of the Tenant as of November 15 of any year during the lease term, upon notice actually received by the Commission by the preceding August 1.

9. This Agreement is non-delegable and non-assignable.

TENANT:
The Food Project, Inc.

By: _____
Name

Signature

Date: _____

WENHAM CONSERVATION COMMISSION

By: _____
Signature

Date: _____

WENHAM BOARD OF SELECTMEN

By: _____
Signature

Date: _____

638530/WENH/0229

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

Reynolds Farm Lease Agreement

- Vote: I move to approve the new 5-year lease agreement with The Food Project, Inc. as presented, at the annual lease amount of \$60/acre for a total of 17.8 acres.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

G.

Review Draft Scope of Work for Regional Dispatch Feasibility Study

- Proposed Professional Services Agreement for Regional Dispatch Feasibility Study between the Town of Wenham and Municipal Resources, Inc.
- Memo regarding Update on Essex County Regional Emergency Communications Center and Potential Regional Dispatch Alternatives from Peter Lombardi, Town Administrator, February 2, 2018
- Essex County Regional Communications Center Organizational Assessment & Operational Audit Executive Summary, prepared by Municipal Resources, Inc., February 2018



PROFESSIONAL SERVICES AGREEMENT

I. PARTIES TO THE AGREEMENT

This Agreement, dated _____, is to retain professional consulting services for the **Town of Wenham, Massachusetts (the Client)**, to be provided by **Municipal Resources, Inc. (MRI)**, and is lawfully entered into between the Client, by its authorized representative, Peter Lombardi, Town Administrator, and MRI, by its authorized representative, Alan S. Gould, President.

II. SCOPE OF WORK

MRI will draw on materials, data, and analysis previously collected in the course of completing regional emergency dispatch feasibility studies in 2017 for Danvers, Massachusetts and 2014 for Hamilton, Massachusetts to undertake the following scope of work:

1. Conduct a comprehensive evaluation of the current facilities and technology in Wenham as a participating member of the ECRECC, and an assessment of both Danvers' and Hamilton's ability to host Wenham as part of their proposed consolidated emergency communications operations. This assessment will include, but not be limited to, the following:
 - An evaluation of current dispatch space at both the Danvers and Hamilton facilities
 - An evaluation of current dispatch equipment of all three entities
 - An evaluation of the compatibility of Wenham's systems and equipment with both Danvers and Hamilton's existing facilities
2. Develop cost projections for facilities and technology upgrades and related training necessary to make either Danvers or Hamilton fully operable to provide these services to Wenham, including but not limited to analysis of computer-aided dispatch (CAD) software, records management system (RMS), voice and data systems, radio systems, telephone systems, alarm monitoring systems, and other related equipment or technologies.
3. Conduct a thorough assessment of the staffing requirements for Wenham to transition to either Danvers or Hamilton, and develop recommendations in regards to related personnel costs, including budget development and cost allocation.

4. Based on existing infrastructure, identify methods for providing connectivity and redundancy in order to deliver 911 calls from Wenham to either Danvers or Hamilton, with appropriate levels of back-up to provide for continuity of operations.
5. Perform an interoperability assessment and provide cost estimates to connect Wenham to either Danvers or Hamilton's existing facilities, taking into account all relevant state regulatory and statutory requirements that may have an impact on initial capital expenses and ongoing operating costs of Wenham joining either Danvers or Hamilton.
6. Conduct a thorough assessment of and provide recommendations concerning other transitional issues, both operational and human resource related.
7. Provide recommended governance model to ensure effective provision of services if Wenham were to transition to either Danvers or Hamilton.

Based on the findings of this report, MRI will make a recommendation on the overall feasibility of Wenham transitioning from the ECRECC to either Danvers or Hamilton.

III. FEES AND CHARGES

Our services for this study will be provided on a lump sum fee basis that is intended to cover all professional time and expenses. The process will be completed for a lump sum fee of **\$9000.00**; the parties will be responsible for the following payments:

\$4500.00 due upon completion of kick-off meeting
\$4500.00 due upon submission of final report

Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed.

IV. MRI PERSONNEL IN CHARGE

Alan S. Gould, President, will serve as Principal-In-Charge of this engagement, coordinating activities, interfacing directly with the Client, and participating throughout the engagement as required. Team members will be assigned and participate upon request of the Client.

Communications or correspondence related to any problems, issues, or changes required for this project shall be directed to the Client at the following address:

Peter Lombardi, Town Administrator
Town of Wenham
138 Main Street



Wenham, MA 01984
978-468-5520 x 2

V. TERM

This agreement shall remain in force and effect through completion of the assignment.

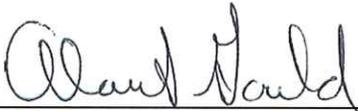
THIS AGREEMENT IS SUBJECT TO THE PROVISIONS CONTAINED IN ADDENDUM I, ATTACHED HERETO AND INCORPORATED HEREWITH.

ACCEPTED AND AGREED

THE TOWN OF WENHAM, MA

MUNICIPAL RESOURCES, INC.

Peter Lombardi, Town Administrator
Date: _____



Alan S. Gould, President
Date: June 14, 2018



ADDENDUM I

A. MUTUAL REPRESENTATIONS

MRI represents to the Client it is a duly constituted corporation under the laws of the State of New Hampshire and is authorized to do business in the Commonwealth of Massachusetts as a professional services corporation.

MRI has in force and effect general commercial liability and errors and omissions insurance coverage to protect the Client from accidents which MRI or its authorized representatives may cause to persons or property or from professional errors or omissions when performing under this agreement.

MRI has no liens or encumbrances which would adversely affect the ability of MRI to perform as stipulated under this agreement, its terms, and conditions.

The Client represents to MRI that sufficient funds have been appropriated so it may retain and compensate MRI for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

The Client is aware of no action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating MRI for the services provided.

B. NOTICE OF CHANGE OF PERSONNEL

Except as otherwise provided below, the MRI consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project. MRI retains the right, upon 30 days written notice, to remove from the project any of its consultants whom it believes can no longer suitably perform under its obligations to this agreement or any Supplement to it.

The Client, upon 30 days written notice, may request MRI to replace any of its consultants with another qualified representative.

C. ADMINISTRATION OF AGREEMENT MODIFICATIONS

In all cases where this agreement is modified or expanded a written Supplemental Scope of Work (Supplement) must be prepared which clearly defines the services to be provided and details the billing rates or amounts to be charged by MRI and paid by the Client. Supplements must be executed by the authorized representatives of the respective parties prior to any billable work being undertaken. The Supplement(s) shall identify:



- The MRI officer or principal responsible for the successful delivery of services and/or project completion and the client's contracting official(s) or officer(s);
- The specific details of the work to be performed;
- The MRI personnel to be assigned;
- The basis upon which MRI services are being retained, including the normal hourly rate(s), cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided;
- The Client's contact person responsible for administering the Supplement, activities or project and the associated reporting requirements; and
- Any special or other conditions such as time deadlines, special reporting requirements, budget limitations, or other similar constraints.

D. NON-SOLICITATION

The Client agrees that, for a period of one-year following the completion of the terms of this Agreement, they shall not, directly or indirectly, hire, solicit, or otherwise encourage any MRI personnel or affiliates assigned to this Agreement, to leave MRI's employment.

In the alternative, if the client should wish to hire any MRI personnel or affiliate assigned to this Agreement it agrees to compensate MRI with payment in the amount of 25% of that person's first year's total compensation package.

WENHAM, MA

Initialed for Client: _____

Date: _____

MUNICIPAL RESOURCES, INC.

Initialed for MRI: ASG

Date: June 14, 2018





Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator
TEL 978-468-5520 FAX 978-468-8014

MEMORANDUM

TO: Board of Selectmen
FROM: Peter Lombardi, Wenham Town Administrator
RE: Update on Essex County Regional Emergency Communications Center and Potential Regional Dispatch Alternatives
DATE: February 2, 2018

Following up on the RECC Board meeting of Tuesday January 16, I wanted to relay the latest information about the regional dispatch program in Middleton:

With State 911 set to take over management of statewide emergency dispatch from the State Police in the next several months and given the significant investment they have made in the RECC since its inception, I would expect they will very likely be taking over management of the RECC at some point in the next year or two, with the Sheriff's Department transitioning to a landlord role. At this preliminary stage, it is unclear when or what that new form of oversight would look like.

While they have administered the distribution of more than \$300M in grant funds statewide in the past decade to support regional dispatch efforts, State 911 has never actually managed dispatch operations before and are currently hiring new staff to begin doing so. Accordingly, there is a lot of uncertainty about the ability of a new State 911 management team to effectively take over RECC operations based on this lack of experience. Whatever the RECC program becomes, I expressed the importance of the towns continuing to have a seat at the table and maintaining the same level of partnership that we have seen with the RECC to date to both the Sheriff and State 911. The Administrators from the other communities echoed that sentiment. However, since only 20 of the 900+ emergency calls fielded by the RECC each day originate from the 5 towns, I am concerned about the role we will play going forward under this new management structure.

Once State 911 takes the lead in managing the RECC, they will likely look to gain some additional operational efficiencies. While the two radio rooms (towns and cell) were merged this past summer to cut down on supervisory overhead, they still currently maintain and monitor 10 separate frequencies (1 for each Fire and Police Departments for each of the 5 current communities) just for the towns. This model will probably be reduced down to 2-4 frequencies (1-2 each for Fire and Police) under State 911 in line with best practices and to cut down on staffing costs. Over the past few years, a number of the Chiefs have expressed concern about changing to this model.

For the FY18 budget, \$700k in additional expenses have been cut in the past several months, none of which have impacted dispatcher staffing or service levels. As a result, the Sheriff's FY18 subsidy has been reduced from \$2.3M down to just over \$300k. About \$600k in one-time funds have been applied on the revenue side to bring that number down by that amount. For FY19, additional budget cuts are being considered to keep the Sheriff's projected contribution at or under \$500k. Because we are so close to wrapping up our budget process, I asked to be made whole for FY19 at the same \$16.26/per capita rate (\$82k total annual cost for Wenham on the cherry sheet). The other Administrators all strongly expressed the same and I would not expect that amount to change unless we want the RECC to provide "value-added" service (answering business calls, etc). It is important to note that our actual per capita rate for FY18 is closer to \$18.69 as a result of the Town taking on about \$12k in operating costs for phone lines, support, etc that the RECC had been paying up until this year.

Amesbury is still planning to leave the RECC regardless of what happens. FY19 will be Amesbury's last year and they contribute about \$283k of the total \$668k in cherry sheet revenues from all 5 communities so their withdrawal will add another \$300+k in unaccounted for costs in FY20 that will either have to be covered by the remaining towns, State 911, or the Sheriff's Department (unlikely in FY20). Accordingly, for FY20, I would expect our contribution to increase regardless of whether the Sheriff or State 911 is in charge. It is impossible to say what that increase will look like, but I would not expect it to be too significant as State 911 has spent too much money on this facility and operation to not want it to succeed. They simply won't want to ramp up the costs to the point where they are encouraging communities to explore other options.

The operational, management, and financial audit report that was commissioned by the RECC Finance Board and Sheriff Coppinger should be finalized by the end of this month. The scope of work for that project is attached. I expect that the findings will likely justify, in part, the new role of State 911. Whatever entity is responsible for management of the RECC going forward will hopefully implement many of the recommended fixes identified in the report.

After meeting with the Acting Director earlier this week, we intend to draft and execute an agreement that clarifies the Town's ownership of our radio infrastructure. Effective this year, the Town has assumed all ongoing maintenance of this equipment.

As has been previously discussed, Danvers has capacity to provide regional dispatch services to a number of other area communities and is actively interested in doing so. A feasibility study including both Hamilton and Manchester was completed by Municipal Resources, Inc. earlier this summer – see attached. To date, neither Hamilton nor Manchester has moved forward on the next steps outlined in MRI's report. Based on this report, Danvers does not expect to have to change their staffing model in order to take on Wenham public safety dispatch, regardless of what happens with those other communities. However, there are many elements to consider in evaluating the feasibility and merits of joining with Danvers.

Given the many uncertainties, financial and otherwise, regarding the future of the RECC at this time, I would suggest engaging with Danvers to better understand what their model

would look like. We could consider other potential partners as well, the most likely of which would be Hamilton, given the capacity of their facility and past precedent. However, one of the main reasons we initially opted to join the RECC was because of the cost savings that resulted from this change and that issue would continue to be a driver in assessing various alternatives, independent of the operational and service level considerations. Importantly, according to the terms of the RECC IMA, that agreement ceases to be effective once the number of member communities drops down below 5, which it will be on July 1, 2019, so the notice requirements if we were to decide to join a different regional dispatch center no longer apply (since doing so would take at least a year and a half).

REPORT

**ESSEX COUNTY REGIONAL
COMMUNICATIONS CENTER**

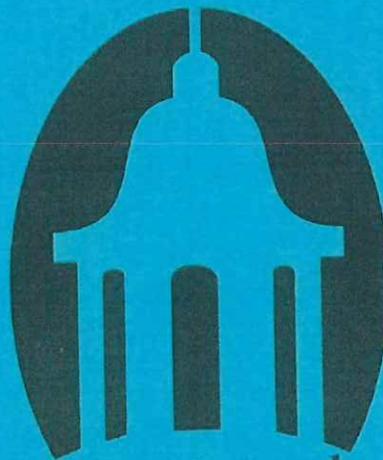
**ORGANIZATIONAL ASSESSMENT
& OPERATIONAL AUDIT**

FEBRUARY 2018

Prepared by:
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TABLE OF CONTENTS



Municipal
Resources
Inc.

TABLE OF CONTENTS

REPORT

Chapter I Executive Summary and Core Findings.....1

 Pertinent Background.....1

 Top Seven Challenges for the ECRECC.....8

 High Priority Recommendations.....9

Chapter II Purpose, Scope, and Methodology.....11

 Scope of Services12

 A. Interviews Requested.....12

 B. Project Management.....14

 C. Project Deliverables.....14

 D. Items of Importance Covered in Detail15

 E. Assessment Categories.....16

 F. Assessment Functional Areas Detailed16

 1. Operations.....16

 2. Management.....18

 3. Finances and Internal Review19

 Methodology22

Chapter III Background, Community and ECRECC Profiles, and History.....25

 Essex County.....25

 City of Amesbury25

 Town of Essex26

 Town of Middleton26

 Town of Topsfield26

 Town of Wenham26



	Historical Background.....	27
	Essex County Regional Emergency Communications Center (ECRECC).....	32
Chapter IV	Stakeholder Perceptions.....	37
	ECRECC Employees	37
	Advisory Boards	40
	Member Communities.....	44
	Public Safety Departments	45
	Essex County Sheriff's Department	45
	Conclusion	46
Chapter V	Governance, Organizational Structure, and Management.....	47
	I. Police Advisory Board.....	49
	II. Fire Advisory Board	50
	III. Financial Advisory Board	50
	Organizational Structure.....	55
	Management	66
	Expectation of Services/Promises.....	67
	Financial Issues	71
	Policies/Procedures/Universal Protocols	78
	Working Groups.....	81
	ECRECC Administrative Effectiveness	81
	Employee Morale and Turnover	82
	Reputation/Attracting New Communities	86
Chapter VI	Operations and Finance.....	89
	Computer Aided Dispatch (CAD) and Record Management System (RMS)	91

Mobil Data Terminals (MDTs)	94
Reverse 9-1-1	95
Radio Channels/Frequencies	96
Performance Metrics	104
Communications Room Configuration	109
Staffing	109
Standards and Best Practices.....	111
APCO “Project Retains” Research Report	111
National Fire Protection Association (NFPA) and Insurance Services Office (ISO)	115
ECRECC Staffing	115
Training	120
Finances	125
Chapter VII Facility and Equipment	131
Radios	132
Radio Core	132
9-1-1	132
Voice Recorders.....	133
Building Security	133
Security Cameras	133
Virtual Server	133
Chapter VIII Benchmarking – Comparative Analysis.....	142
Overview	142
Discussion and Recommendations	160
Chapter IX Financial Review – Fiscal 2016 Cherry Sheet Funds.....	164
Overview	164



Purpose	164
Onsite Interviews	165
Document Request, Production, and Review	165
Internal Controls	167
Control Environment	167
Information and Communication	167
Assessing and Managing Risk	168
Control Activities	168
Monitoring	169
Internal Controls at ECRECC	169
Inter-Municipal Agreement, Financial Oversight, and Management	173
Financial Audit	175
Funding Formula and Proportionate Share	175
Attribution of Costs	177
Budget and Budget vs. Actual	177
Financial Statement Document Review and Analysis	179
FY16 Encumbrance Spreadsheet	180
Findings	180
Year Over Year Fiscal Summary	181
Findings	181
Requisition Documents, Purchase Order Documents, and Invoices	181
Findings	181
Discrepancies Found in Financial Transactions	182
Vendor: Biddle	182

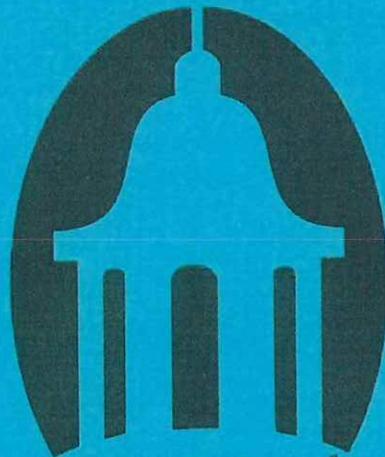
Vendor: Quadrant Health Strategies	182
Vendor: AG Blanco.....	183
Vendor: Hannah Lore Flag	183
Vendor: Hayden Safe & Lock/Hayden	183
Vendor: Brett Jordan/EB Window and Siding.....	183
Vendor: APCO International	184
Vendor: Comcast	184
Vendor: Verizon	184
Analysis of Cherry Sheet Balances in MMARS	184
No Evidence of Fraudulent or Improper Activities	186
Conclusion	186
Chapter X Summary of Recommendations	188
Chapter XI The Project Team.....	205

APPENDICES

APCO Project Retains: Staffing and Retention in Public Safety Communication Centers	A
Essex County Sheriff's Department: Regional Emergency Communication Center Overview	B
Essex County Regional Emergency Communications Center: FY 2016 Budget	C
Essex County Regional Emergency Communications Center: FY 2017 Budget	D



REPORT



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REPORT

ESSEX COUNTY REGIONAL COMMUNICATIONS CENTER

ORGANIZATIONAL ASSESSMENT & OPERATIONAL AUDIT

FEBRUARY 2018

CHAPTER I

EXECUTIVE SUMMARY AND CORE FINDINGS

The following provides an overview of the pertinent history relating to the Essex County Regional Emergency Communications Center (ECECC). This information sets the stage for this report and provides readers with a historical review of the ECECC formation, development, successes, and challenges.

PERTINENT BACKGROUND

The idea for Essex County to establish a regional emergency dispatch center was first discussed among various communities as early as 2005. Initially, 23 communities expressed at least some level of interest in joining a potential regional endeavor. As the discussions progressed, many communities ultimately decided that the ECECC would not serve their interests appropriately and decided to withdraw from the process. However, in December 2008, a grant application was filed with the state 9-1-1 department to establish a regional emergency communications center (ECECC). At the time, 13 communities (Beverly, Danvers, Essex, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Methuen, Middleton, North Andover, Swampscott, Topsfield, and Wenham) had filed letters stating their interest in participating. In March 2009, a grant of \$6,800,000.00 was awarded for the establishment of the ECECC.

Ultimately, six communities, Amesbury, Beverly, Essex, Middleton, Topsfield, and Wenham, decided to join the ECECC. The Inter-Municipal Agreements (IMAs) were executed between the sheriff's department and the participating communities during 2010. The IMA stated that it

would take effect once four communities had signed, and would remain in effect for a period of ten years, or until the number of participants decreased to less than five. The IMA allowed any municipality to withdraw after five years, contingent upon them providing a two-year notice of their intention to do so.

Amid much optimism and accolades from local and state officials in attendance, ground was broken for the new ECRECC facility in October 2011. The ECRECC was touted as a major step toward regionalization, which many proponents say increases efficiency, while simultaneously reducing costs. The new state of the art facility, which was outfitted with the latest technology, cost approximately \$12,000,000 to build and outfit. The \$6,980,000 funding for construction was provided by the Commonwealth of Massachusetts, as was additional money needed to equip and furnish the facility. Operational control and direction of the new facility was assigned to the Essex County Sheriff's Department (ECSD). The ECRECC facility opened for business in June 2013.

In late 2013, after entering into an agreement with the Commonwealth of Massachusetts, the ECRECC began handling 9-1-1 cell phone calls (wireless calls) made from throughout Essex County, thirty-two communities in Middlesex County, and three in Suffolk County. This agreement was designed to boost the usage of the ECRECC, as well as relieve workload on an overburdened state police communications center in Framingham.

It is reasonable to expect that any new, large-scale, endeavor, such as the creation of the ECRECC, will experience challenges, and as operations expand, the so-called "growing pains". This is particularly true in states like Massachusetts where concepts such as shared services and regionalization have been slow to catch on. Communities in the northeastern states tend to still want to perform operations and services at the local, rather than regional levels. However, the challenges that have faced the ECRECC to date are significant and continue to increase. These challenges are testing the ECRECC's very viability and prospects for future, long-term survival. Concern over the ECRECC initiative commenced when the size of the facility and costs for construction were announced. Although only six communities had committed to joining the regional center, the facility was designed and built to be able to accommodate at least 13 municipalities. The size of the facility was justified at the time by officials believing that several other communities would be interested in joining once the center was operational. The belief was that these communities were interested in participating, but did not want to be in the first group of participants. However, the reality is that not a single additional community has joined, and, as will be discussed later, two of the initial participants have chosen to withdraw. Looked at from a different perspective, the ECRECC is reported to have an effective operational capability to serve the needs of a total population of approximately 240,000. From a percentage basis, at the time of this assessment, more than four years after it opened, the center is still utilizing only about 16.5% of its capacity. The utilization of capacity will be further reduced to 9.7% when the City of Amesbury transfers public safety dispatching to their own center.

As previously noted, the ECRECC became operational in June 2013. However, ten months later, in April 2014, only two of the original six participants (the two smallest, Essex and Wenham) had fully transitioned into the center. The remaining communities were on hold awaiting the completion of necessary technology and connectivity upgrades. These connectivity issues included things such as the transmission of fire alarms and master boxes from various communities to the ECRECC, and the need for the construction of a 250' tower to allow communications between Amesbury, which is located more than 20 miles away, and the center.

In December 2014, officials at the ECRECC and from the City of Beverly, which would have been the center's largest participant and thus largest financial contributor, met to discuss an ongoing series of delays in the full transitioning of Beverly's emergency communications and dispatch operations to the center. When those issues could not be resolved, the sheriff and city both announced in January 2015 that Beverly was withdrawing its participation in the endeavor. Beverly's decision to terminate their agreement with the center, and withdraw from participation before they were even connected, set in motion a legal battle between the sheriff and the city over Beverly's obligations, if any, to still provide funding to the ECRECC. The sheriff's department continued to financially assess Beverly their per capita rate for fiscal years 2015 and 2016 based upon the provisions of the IMA. Beverly contended that it was under no obligation as the ECRECC had materially breached the contract and the city had never actually received any services from the center. When the sheriff requested the state department of revenue allocate about \$1,100,000 from Beverly's local aid to the ECRECC to cover the city's obligations for fiscal years 2015 and 2016, Beverly filed suit.

After the suit was filed, Beverly and the sheriff's department agreed that the money owed would be released to Beverly by the state and placed in an escrow account, pending the outcome of the litigation. In August 2017, the city, the sheriff's department, and the ECRECC reached a settlement in the case. Beverly agreed to pay the sheriff's department \$220,000 in exchange for being released from all obligations related to the ECRECC's IMA.

In mid to late 2014, it was reported that the City of Lawrence, with a population of 76,377, was considering joining the ECRECC. Should this proposal have come to fruition, the center's population served would have nearly tripled in size and added two very busy public safety departments. Ultimately, the city decided not to pursue joining the ECRECC.

In June 2015, the last of the ECRECC's participating entities – Amesbury Fire – was brought on board. However, just months later, in October 2015, the Amesbury firefighter's union had taken a vote of no confidence in the center's operations. It should also be noted that Amesbury's public safety departments were opposed to joining the ECRECC from the beginning and only did so as ordered by the governing body. This was followed by a similar vote of no confidence by the Topsfield police officer's union. Prior to that, emergency services chiefs from several of the participating communities expressed concerns about the center's operations, call taking,

dispatch times, communications, and miscommunications. The widely viewed perception of the center among the county's cities and towns was described as "horrendous" during a February 2015 meeting of the police advisory board. This perception, along with the Beverly litigation, prior to it being settled, has, at the time of this study, basically eliminated the possibility of any additional communities joining the ECRECC unless significant changes are implemented.

Concern has also been growing for several years about the financial deficit that the ECRECC operates under each year. The overall budget for the center to operate is more than \$6,000,000 per year, which is well above the average budget of peer communication centers. Yet the participating communities pay just \$688,579 per year (Fiscal 2016). The center receives another \$3,706,706 from the state. Finally, the sheriff is slated to contribute \$2,312,000 to subsidize the center in the current fiscal year (2018), even as the state is reducing funding for mandated Essex County sheriff's department (ECSD) operations.

In July 2017, the Amesbury City Council overwhelmingly approved a request by the city's mayor to leave the ECRECC and return to locally based dispatch operations. Based upon the two-year stipulation agreement in the IMA, Amesbury's departure will occur in mid-2019. The implications of this departure could be significant. First, Amesbury is the largest community that is still a participant in the ECRECC, and therefore, the largest local government financial contributor. The city's departure will further reduce the center's already low utilization as a local ECRECC (9.7% of capacity). In addition, Amesbury's departure will drop the number of participants in the ECRECC below five, which could result in the negation of the IMA, and induce other communities to also leave, or seek to renegotiate the participation terms and agreement.

Based on our interviews with numerous stakeholders, in conjunction with our own observations and analysis, the MRI study team believes there are many factors that have contributed to the ECRECC's troubled history to date. These will be discussed in detail in the subsequent chapters. However, one of the most significant issues appears to be that when the center was being proposed, and participants were being recruited, unrealistic promises were made to every potential participant to try to encourage them to join. Regardless of what they stated their needs would be, or what they wanted the center to do for them, every potential participant was promised that the ECRECC would do exactly what they wanted and be able to fulfill every request. While this type of service delivery to exact specifications is possible in small communities with their own dispatch and communications operations, it just is not realistic, or possible, in a regional endeavor such as the ECRECC. In essence, based on the promises that were made, the ECRECC is operating five small municipal dispatch centers. This customization requires more resources that have contributed to a fiscally unrealistic environment. Nonetheless, participants still expect, at least to a certain extent, what they were promised, and have resisted the inevitable suggestions that a more standardized approach to operations is necessary. Requiring that telecommunicators be familiar with multiple policies or procedures for the same type of incident based upon the jurisdiction it occurs in is not conducive to

effective operations. When the inevitable mistakes occur, then more complaints about the service are generated, creating a climate of negativity that can self-perpetuate.

Despite the challenges that it has, and continues to face, the ECRECC has achieved some very positive distinctions that both current and potential participants should view in a very favorable way. Most prominent among these positives is that in May 2016, it was announced the ECRECC met the minimum training standards for the Association of Public Safety Communications Officials (APCO) International Agency Training Program Certification and was awarded certification. Public safety agencies use the APCO International Agency Training Program Certification as a formal mechanism to ensure their training programs meet APCO American National Standards (ANS). The ECRECC is the first dispatch center in Massachusetts, and just the second one in New England, to receive the certification, also known as APCO P33. The ECRECC also became the second PSAP in Massachusetts to achieve National Center for Missing and Exploited Children (NCMEC) Missing Kids Readiness Project partnership. It also became the first PSAP in Massachusetts to become a National Weather Service Weather-Ready Nation Ambassador.

The purpose of this report is to provide a perspective on the ECRECC seven years after the IMAs were signed. This document identifies a number of internal and external issues, provides a financial review, and identifies numerous recommendations that have the potential to guide the ECRECC to a more stable and productive future.

This report concentrates on the following eight focus areas, which were necessary to complete the evaluation of the ECRECC. The majority of these areas can serve as a foundation for organizational change. These key topics are discussed within the body of this report:

- I. An Overview of the purpose, scope, and methods employed to complete this study
- II. Background, Community, and ECRECC profiles and relevant history
- III. Stakeholder perceptions
- IV. Governance, organizational structure, and management
- V. Operations and finance
- VI. Comparative analysis
- VII. Financial review (2016 Cherry Sheet Funds)
- VIII. Summary of Recommendations

As the study progressed, thirty-seven themes and critical risks emerged including:

1. The historical reluctance of Essex County communities to join the ECRECC. This results in only 16.5% of the anticipated capacity of the ECRECC being utilized.
2. The withdrawal of Beverly and Amesbury from the ECRECC.
3. The reduced stability of the IMAs based on less than five communities participating in the ECRECC.
4. The annual fiscal deficit that is required to be covered by the ECSD.
5. The unrealistic promises made to participants to get communities to join the ECRECC.
6. Customization of services for each community – creating five local dispatch operations.
7. Participating public safety agencies that are reluctant to change procedures to better accommodate a regional approach.
8. The lack of positive recognition. This applies to both employees and the ECRECC as a whole.
9. The lack of policy implementation.
10. The requirement for telecommunicators to monitor ten primary and six mutual aid radio frequencies. The lack of common radio frequencies and one set of protocols increase the probability of a mistake and are a primary cause of stress among the workforce. Many telecommunicators noted this stressor as a reason that they seek other employment.
11. The requirement to monitor five separate fire alarm receiving systems.
12. The current Spillman CAD/RMS is problematic as it adds to the telecommunicators stress and workload.
13. Employee turnover is exceptionally high. Currently, the rate of turnover is more than double the level experienced in most communication centers. The constant shortage of personnel also creates another issue as it results in mandatory overtime.

14. The telecommunicator work schedule is problematic and a major reason for turnover.
15. A perceived lack of respect and criticism from participating public safety personnel.
16. A perceived lack of focus on telecommunicators.
17. An artificially low cost per capita charged to participating communities.
18. A perceived lack of transparency leaving unanswered questions by ECRECC administration. This applies to communities, advisory boards, and the ECSD.
19. A high level of bureaucracy for spending authorization within the ECSD and the Massachusetts 9-1-1 Department.
20. Conflict relating to the history of the ECRECC frustrates additional participant recruitment.
21. A lack of clarity relative to the autonomy of the ECRECC, the role of the ECRECC Director as it relates to the ECRECC as a division of the ECSD.
22. A reluctance to use ECSD resources.
23. A lack of trust and reluctance on the part of ECSD personnel to cooperate and advocate for the ECRECC.
24. A level of disagreement among stakeholders regarding governance, the role of the ECSD, and the authority of the Sheriff.
25. A perceived lack of communication with employees.
26. Operational complexity that is well above average and consumes a level of resources far above average.
27. An overall staffing and budget that is well above average. This includes a budget which is not sustainable.
28. A larger number of supervisors and administrators than is present in similar communication centers.

29. A disagreement relative to what standard and premium sources should be offered.
30. A lack of ability to procure critical operational items rapidly.
31. A lack of implemented fiscal policies.
32. A lack of interpersonal interface between public safety personnel and telecommunicators.
33. A lack of understanding relative to who owns and pays to maintain some critical systems including radio system infrastructure.
34. Declining wireless 9-1-1 volume based on the introduction of Direct 9-1-1.
35. A lack of internal controls and financial documentation during Fiscal 2016.
36. A lack of complying with the IMAs and conducting an annual Cherry Sheet audit.
37. The practice of rolling Cherry Sheet funds forward and applying them to future projects at the expense of the fiscal resources of the ECSD.

TOP SEVEN CHALLENGES FOR THE ECRECC

After considering the content of the report, the top seven challenges facing the ECRECC include the following:

1. Right-sizing the ECRECC to address the change in volume and the need to develop a fiscally sustainable organization.
2. Establishing a transparent relationship with the ECSD and rebuilding a fractured relationship.
3. Reducing the level of employee turnover.
4. Development of consistent policies and procedures that apply to all participating public safety agencies.
5. Anticipating the change in volume by the withdrawal of Amesbury and the impact of Direct 9-1-1.

6. Reducing the complexity and stress within the workplace. This includes the reduction in the number of radio channels utilized and the development of a single fire alarm receiving system.
7. Reducing the level of employee turnover.

HIGH PRIORITY RECOMMENDATIONS

After considering the content of the report, the MRI team selected the following twelve recommendations as the recommendations that should receive the highest priority for implementation.

Recommendation IV.4

Once a policy has been developed and agreed upon, ECRECC staff should be held accountable for timely training and implementation.

Recommendation V.4

All ECRECC stakeholders need to collaboratively determine the interrelationships, duties, and responsibilities, between the sheriff's department, the advisory boards, the executive committee, and the ECRECC management. Clarifying and/or resolving the governance issues should be the number one priority since many of the other problems affecting the operation of the ECRECC cannot be properly addressed until this singular subject is resolved and universally understood by all stakeholders.

Recommendation V.7

Prior to the IMA being due for renewal in 2020, based upon the ten-year term, or 2019, and based upon the ECRECC having less than five participants, all terms and conditions should be carefully analyzed, renegotiated as necessary, and the language revised to remove as many of the current ambiguities as possible, and ensure that all terms and conditions for all stakeholders regarding governance, operations, financial responsibility, and levels and costs for services delivered are clearly delineated.

Recommendation V.9

The Essex County Sheriff's Department should adopt the revised and simplified organizational structure for the ECRECC as illustrated in Figure V.12.

Recommendation VI.4

The ECRECC should begin to work with willing fire departments with the goal of moving operations to a single common frequency for initial incident dispatch. All on-scene operations, except for major incidents, should be handled on a common operations channel. For major incidents, additional tactical channels should be available.

Recommendation VI.5

Based upon the anticipated success of the system recommended in VI.5, the ECRECC should then work with the police departments to implement a single, common radio frequency for all participating police agencies. Additional operational and tactical channels should also be available for significant and/or sensitive incidents.

Recommendation VI.6

The ECSD and ECRECC should consider requiring all future communities that join agree to operate on common radio frequencies with the public safety agencies of other participating towns.

Recommendation VIII.4

The ECRECC should utilize the APCO Project RETAINS Study (Appendix A) as guidance relative to restructuring and right-sizing the workforce to reflect operational volume.

Recommendation VIII.6

The ECRECC should recognize the level of employee turnover as an operational crisis and immediate threat to the long-term viability of the center.

Recommendation VIII.7

The ECRECC should work with its municipal partners to develop a single fire alarm system or transition away from all fire alarm monitoring, and use central station service to report alarm signals.

Recommendation IX.14

The practice of rolling Cherry Sheet funds forward for the benefit of the ECRECC, and at the expense of the sheriff's department, should be immediately discontinued.

Recommendation IX.15

Any remaining funds that have been rolled forward should be applied to reducing the deficit covered by the sheriff's department.

BOARD OF SELECTMEN MEETING

June 19, 2018

NEW BUSINESS

H.

**Other matters, as may not have been reasonably
anticipated by the Chair
(Discussion Only)**

CH

BOARD OF SELECTMEN MEETING

June 19, 2018

OLD BUSINESS

I.

Recommendations on FY18 Merit Pay for Non-Union Employees

- Memo regarding Additional Recommendations on FY18 Merit Pay for Non-Union Employees from Peter Lombardi, Town Administrator, June 14, 2018
- FY18 Merit Pay Increases – Approved for Non-Union Employees -
PLACEHOLDER
- Compensation and Classification System: Town of Wenham Non-Union Employees, Proposed 06.19.18
- Draft Motion



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator
TEL 978-468-5520 FAX 978-468-8014

MEMORANDUM

TO: Board of Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Additional Recommendations on FY18 Merit Pay for Non-Union Employees
DATE: June 19, 2018

Following up on our May 15 discussion regarding FY18 merit pay increases for non-union employees, we have now completed performance evaluations for all eligible employees. Over the past few weeks, I have worked with the Water Commission, Board of Assessors, and Library Trustees to jointly complete the evaluations of the Water Superintendent, Assessor, Executive Secretary to the Assessors, and Library Director, respectively. The relevant Fire Department evaluations have been completed as well. Attached is an updated listing of the recommendations resulting from that process, with positions impacted by this last round of changes highlighted in red.

As a reminder, employees who received 6 or more Exceeds Expectations scores are recommended for 2% increases. Employees who received between 3 and 5 Exceeds Expectations scores are recommended for 1.5% increases. Employees who generally received Meets Expectations scores are recommended for 1% increases. Any employees who received 3 or more Needs Improvement scores are not recommended to receive any merit increase. For employees who do not report directly to me, I have worked with the relevant Department Head to come to consensus on those employees' performance evaluations and related merit pay increases. Any such merit pay increases approved by the Board will be retroactive back to July 1, 2017 and shall be added to that employee's base salary effective immediately and going forward.

Although the Library Director follows a separate compensation and classification plan for Library employees, she is eligible for merit increases per her employment contract with the Town and is recommended for a 2% merit increase for FY18.

I expect that the Board will determine my FY18 merit pay increase at your June 19 meeting as well following discussion on the results of my own annual performance evaluation.

If all of these recommended increases are approved by the Board, the Town will have allocated a maximum of 85% of the \$28k that was appropriated for FY18 merit pay increases.

**Compensation and Classification System: Town of Wenham Non-Union Employees
Proposed 06/19/18**

PROPOSED		FY18 Merit	Wenham FY 18 Actuals			Wage Range by Grade (25%)			Wage Range by Grade (25%)		
GRADE	Position Title		Work Week			Recommended Hourly Rate			Recommended Annual Salaries*		
			Hourly	Hours	Annual	Min	MidPt	Max	Min	MidPt	Max
1	Town Administrator	TBD	\$54.92	40.0	\$114,239.84	\$51.51	\$57.95	\$64.39	\$112,500.00	\$126,562.50	\$140,625.00
2	Police Chief	2.0%	\$60.48	40.0	\$125,798.40	\$51.85	\$58.33	\$64.81	\$107,848.00	\$121,329.00	\$134,810.00
2A	Fire Chief	N/A	\$44.47	40.0	\$92,497.60	\$44.78	\$50.38	\$55.98	\$93,142.40	\$104,785.20	\$116,428.00
3	DPW Director	1.5%	\$50.38	40.0	\$104,790.40	\$41.21	\$46.36	\$51.51	\$85,716.80	\$96,431.40	\$107,146.00
4	Water Superintendent	1.5%	\$40.53	40.0	\$84,312.13	\$36.06	\$40.57	\$45.08	\$75,004.80	\$84,380.40	\$93,756.00
	Finance Director & Treasurer/Collector	2.0%	\$40.01	40.0	\$83,220.80				\$75,004.80	\$84,380.40	\$93,756.00
5	Police Captain	2.0%	\$50.02	40.0	\$104,041.60						
5	Fire Captain	2.0%	\$44.52	40.0	\$92,595.09						
6	Town Accountant	1.0%	\$35.66	40.0	\$74,172.80	\$30.91	\$34.77	\$38.64	\$64,292.80	\$72,329.40	\$80,366.00
6	Assessor	1.5%	\$34.51	20.0	\$35,890.40				\$28,931.76	\$32,548.23	\$36,164.70
6	Town Clerk	2.0%	\$31.71	32.5	\$53,589.90				\$52,237.90	\$58,767.64	\$65,297.38
6A	Planning Coordinator	1.0%	\$34.00	32.5	\$57,460.00	\$28.33	\$31.87	\$35.41	\$47,877.70	\$53,862.41	\$59,847.13
6A	Special Projects Manager / Permitting Coord.	2.0%	\$28.90	36.5	\$54,852.20				\$53,770.34	\$60,491.63	\$67,212.93
6A	Council on Aging Director	1.5%	\$28.87	32.5	\$48,790.30				\$47,877.70	\$53,862.41	\$59,847.13
7	Facilities Manager	1.5%	\$32.68	40.0	\$67,974.40	\$25.76	\$28.98	\$32.20	\$53,580.80	\$60,278.40	\$66,976.00
7	DPW Foreman	1.5%	\$31.20	40.0	\$64,896.00				\$53,580.80	\$60,278.40	\$66,976.00
8	Executive Assistant to Town Administrator	2.0%	\$28.91	36.5	\$54,871.18	\$23.18	\$26.08	\$28.98	\$43,995.64	\$49,495.10	\$54,994.55
8	Firefighter	1.0%	\$23.91	40.0	\$49,732.80				\$48,214.40	\$54,241.20	\$60,268.00
9	Executive Secretary to Assessors	1.5%	\$26.54	18.0	\$24,841.44	\$20.60	\$23.18	\$25.75	\$19,281.60	\$21,691.80	\$24,102.00
9	Finance Assistant - Payroll Coordinator	1.5%	\$20.91	30.0	\$32,619.60				\$32,136.00	\$36,153.00	\$40,170.00

* Salary ranges are based on current work week hours by position which may vary over time

BOARD OF SELECTMEN MEETING

June 19, 2018

DRAFT MOTION

F18 Merit Pay for Non-Union Employees

- Vote: I move to approve the recommended FY 18 Merit Pay increases as presented by Town Administrator, Peter Lombardi.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 19, 2018

OPEN SESSION MINUTES
DRAFT MOTION

➤ Vote: I move to **approve** the Board of Selectmen meeting minutes of:

April 24, 2018

May 1, 2018

May 3, 2018

May 15, 2018

June 5, 2018

Seconded / Discussion / Vote

JW

TOWN OF WENHAM
Board of Selectmen
Meeting of April 24, 2018
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday April 24, 2018 at 5:30 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Mr. Wilhelm called the BOS meeting to order at 5:37 pm

Selectmen present: Jack Wilhelm Catherine Harrison, John Clemenzi

Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary
Attorney Amy Kwesell, KP Law

Public Information:

- This meeting was recorded with permission by HWCA\
- April 24, 2018 Meeting Packet

Executive Session #1 – Lakeview (Wenham Pines) 56-60 Main Street

Vote: Mr. Wilhelm moved the BOS enter into executive session under M.G.L. Ch. 30A, § 21 (6) To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body regarding Lakeview (Wenham Pines) and to include Town Counsel Attorney Amy Kwesell and Greg Bernard, Health Agent and to return to open session. The motion carried unanimously by roll call vote.

The Selectmen returned to open session at 6:20 and recessed until open session at 6:30 pm.

Public Input – there was none.

Selectmen Reorganization of Officers

- *Mr. Wilhelm nominated Catherine Harrison as Chair; there were no additional nominations. Ms. Harrison accepted the nomination.*
- *Mr. Wilhelm nominated John Clemenzi as Vice Chair; there were no additional nominations. Mr. Clemenzi accepted the nomination.*
- *Ms. Harrison nominated Jack Wilhelm as Clerk; there were no additional nominations. Mr. Wilhelm accepted the nomination.*

Catherine Harrison, Chair; John Clemenzi, Vice-Chair; Jack Wilhelm, Clerk

Ms. Harrison resumed as Chair.

Public Hearing – National Grid for Joint Pole or Identical Pole Location – 29 Monument Street

- Legal Notice as published in the Salem News/Eagle Tribune April 2 & 16, 2018.

Ms. Harrison read legal notice on a petition by National Grid, 1101 Turnpike St. North Andover to install one jointly owned pole along with miscellaneous overhead material at 29 Monument St and opened the hearing for comments and/or questions. It was noted there was no representative from National Grid present. There were no public comments or questions.

Ms. Harrison closed the hearing.

Announcements – Additional information is posted on the Town web site.

- The annual Hydrant Flushing Began this Week and will continue through May 11, 2018 between the hours of 8am -2 pm.
- Updates on hydrant flushing locations will be posted on the town's web site.
- Discounted Rain Barrels are available to residents from The Great American Rain Barrel Company; orders must be placed by May 13; pick-up is May 19 at the Hamilton DPW.
- **Summer Job Opportunities:**
 - Pleasant Pond Lifeguards & Gatekeepers: Submit Resume & Letter of Interest to Chris Sanborn, Wenham Police Department
 - Highway Department: Submit Resume & Letter of Interest to Shelia Bouvier, Town Hall

- 375th Anniversary Visual Arts Contest – Open to Wenham Residents. Submissions should be a strong piece and identify a place that is unique to Wenham, captures the spirit of Wenham and shows excitement to be celebrating the Town's 375th birthday. Entries are due by May 1, 2018. Entries may be used in Art Grows Here installation at Town Hall.
- Open Space & Recreation Plan - Public Forum – Tuesday May 22 at 7 pm at the Hamilton Wenham Public Library
- The Open Space & Recreation Committee is in the process of updating the 2001 Open Space & Recreation Plan.

Reports

Town Administrator

- Main Street Traffic Improvements - After a kick-off meeting in February, Central Transportation Planning Staff (CTPS) have now completed their analysis of potential traffic improvements to the Main Street corridor between Cherry and Arbor Street and **are** meeting with Town staff and MassDOT officials this week to get our feedback. CTPS recently delivered a copy of their draft report to the Town, which examines a series of conceptual designs for each of these intersections (including at least one traffic signal). The Board will have an opportunity to review their recommendations and give their own input at a meeting in the near future. Their final report will then be issued over the summer. If the Town is supportive of moving forward on this work, we will then have to engage an engineering firm to complete the remaining components of a Functional Design Report, which is needed to move on through the next phase of MassDOT approvals. This technical assistance was made available to the Town through the Metropolitan Planning Organization's Safety and Operations Analysis at Selected Intersections program.
- Cutler School Statement of Interest - The Town received notice on April 6 that the Hamilton-Wenham Regional School Committee submitted a Statement of Interest to the Massachusetts School Building Authority for replacement of the Cutler School. The application materials reference the potential benefits of a consolidation of the Winthrop and Cutler Schools as outlined in the June 2014 HWRSD Master Plan to achieve the goals of that plan. Since the Cutler School received a 2/4 for "Building Condition" and a 1/4 for "General Environment" when most recently evaluated by the MSBA in 2016 (with 1 being the top score), it is unclear whether this application will **be** looked upon favorably by the MSBA.

Ms. Harrison recognized those residents who attended the second night of Town Meeting.

New Business

Potential Approval of National Grid Utility Pole at 29 Monument Street

Citing there was no representative from National Grid, the Chair recommended, and it was agreed to pass over this agenda item.

Acceptance of Cadillac Donation – Maria Pargoli

- Acceptance Gift and Donation Acceptance Form for 1988 Cadillac Seville donated to Wenham Fire Department
- Receipt, Waiver and Assent regarding 1988 Cadillac Seville donation from the Estate of Beatrice Pargoli signed by Peter Lombardi, Town Administrator, February 7, 2018
- Letter and Notice of Informal Probate regarding Estate of Beatrice Pargoli from Diana Campbell, Campbell Law Office, December 7, 2017
- Title Copy) 1988 Burgundy Cadillac Seville, VIN# 1G6DW51Y0JR758826, issued October 5, 1988 to Joseph A. Pargoli

Wenham resident, Beatrice Pargoli recently passed away and bequeathed the Wenham Fire Department a 1988 Cadillac in recognition of all they did for her to benefit the Fire Department.

Maria Pargoli, niece of Beatrice Pargoli, was present to officially donate the vehicle to the Wenham Fire Department.

Vote: Mr. Clemenz moved to accept a 1988 Cadillac Seville, as a gift to the Wenham Fire Department from the Estate of Beatrice Pargoli with the proceeds from said donation to be used for the purchase of Fire Department equipment. The motion carried unanimously.

Acceptance of 375th Anniversary Committee Donation

- Letter from Eastern Bank April 5, 2018
- Gift and Donation Acceptance Form for \$1,000 Donation
- Letter regarding donation acceptance from H. Davis, Treasurer, 375th Anniversary Committee
- Letter re donation from C. Ciman, Community Grants Manager, Eastern Bank Charitable Foundation, April 5, 2018

Vote: Mr. Wilhelm moved to accept a \$1,000 donation to the 375th Anniversary Committee, on behalf of Eastern Bank Charitable Trust, to help fund events surrounding our 375th Anniversary celebration. The motion carried unanimously.

Appointment: Acting Fire Chief – Stephen Kavanagh

Mr. Wilhelm noted the Acting Fire Chief's appointment was through April 30, 2018 and the BOS are still in contract negotiations with Acting Fire Chief Kavanagh.

Vote: Mr. Wilhelm moved to appoint Stephen Kavanagh as Acting Fire Chief for a term through June 30, 2018. The motion carried unanimously.

American Diabetes Association North Shore Tour de Cure Sunday May 20, 2018

- Letter regarding North Shore Tour de Cure fundraiser from Kevin Smith, American Diabetes Association, March 30, 2018
- Event Course Maps
- Email approval from Acting Chief Stephen Kavanagh, WFD; and Chief Thomas Perkins, WPD

Vote: Mr. Clemenzi moved to authorize the American Diabetes Association to use portions of Wenham streets for their annual North Shore Tour de Cure Bike Race which begins at the Topsfield Fairgrounds on Sunday, May 20, 2018 and it was unanimous to do so.

Wenham Connects: Presentation on Scope of Work for Age and Dementia Friendly Community Grant Initiative

- Memo regarding Age Friendly Community Initiative – Community Compact best practice from P. Lombardi, April 20, 2018
- Letter regarding Proposal-Age & Dementia Friendly Community Initiative from Margaret “Peggy” Cahill, March 24, 2018
- Salem Age Friendly Action Plan: Best Practices for Wenham to Consider (February 2018)
- Proposal for Consulting Services: Wenham Connects: An age-friendly needs assessment, University of Massachusetts Boston Gerontology Institute
- Creating a Vibrate Age & Dementia Friendly Community: Listening Session PowerPoint
- Letter regarding follow up from first Wenham Connects Listening Session from J. Reynolds, COA Director and P. Cahill, Project Consultant, February 8, 2018
- The AARP Network of Age-Friendly Communities: An Introduction
- World Health Organization: Checklist of Essential Features of Age-Friendly Cities

Council On Aging (COA) Director Jim Reynolds and Project Consultant Peggy Cahill were present.

Mr. Reynolds and Ms. Cahill gave an overview of the COA goal to become an age friendly Community; this effort is being referred to as *Wenham Connects*. To date, two public forum/listening sessions have been held to receive input on how Wenham could best support its aging population.

Ms. Cahill referenced specific examples given during the listening sessions with a focus on isolation being one of the biggest concerns and creating a supporting environment to meet the needs of aging residents.

The *Wenham Connects* process continues with comprehensive needs assessment done by UMass Gerontology, key interviews, focus groups, and a survey followed with a clear action plan including goals, and timelines; on average, this is a 4-year process. Mr. Lombardi explained he is waiting to hear back from the state official on the Town's request to repurpose \$25,000 of grant funding to cover costs for UMass Boston needs assessment and the salary for Ms. Cahill to stay on as Project Coordinator. If approved, the BOS would adopt the Best Practice and move forward with the proposal.

The BOS was supportive of *Wenham Connects*.

Request to Release the Towns Right of First Refusal on Lakeview (Wenham Pines) Property and Execute Notice of

- Non-Exercise Option under Chapter 61b
- Letter regarding Wenham Pines – Notice under Section 7 of the HCA from Miranda P. Gooding, Esq., April 10, 2018
- Notice of Non-Exercise Option

Ms. Harrison stated the request before the Boards to Release the Towns Right of First Refusal on the Lakeview property was the subject of the Selectmen's executive session. In consulting with Town Counsel, the Selectmen concluded since the developer has not received all necessary permits as required / agreed to in Section 7 of the Host Community Agreement, that action by the BOS has not been triggered and the BOS would not act to exercise the Right of First Refusal.

Ms. Harrison went on to say the Board continued to support the project and as soon as the information is provided, the Selectmen would take the appropriate action.

The meeting was open to the public.

Dan Doherty, Attorney for the Flynn Family spoke of the Flynn family's frustration with the delay and asked for a list of the required permits to have definitive guidance. Ms. Harrison confirmed the list is with Town Counsel and directed Attorney Kwesell to provide the list and work with Attorney Doherty.

Attorney Miranda Gooding, on behalf of Wenham Pines addressed the Board to clarify what the Board is requiring, for the record, stating time was of the essence.

Attorney Kwesell responded that the required and necessary permits needed to be listed from the Planning Board Special Permit and Site Plan, and Host Community Agreement. She reiterated the Board wants the Title V Septic Installation permit to be issued, which is different from the list.

Ms. Harrison confirmed there are no changes to the requirements but a difference of interpretation of what was needed. This is a very important project for the town and the Board is making sure everything is in order and want this project to go forward.

Attorney Gooding followed up with the developer's perspective on the required documents saying Section 7 was a trigger for the developer to show due diligence adding the developer is taking the risk on closing at this time, not the Town.

Attorney Kwesell confirmed the list of documents would be provided by Friday.

Tony Tamboni, observed it has taken 2 years to go through the process with the Town and they have done everything the Town requested. The longer the list, the longer the closing would be delayed and reiterated the importance the list be provided in a timely manner.

Minutes- March 20, 2018; April 3, 2018; April 7, 2018

Vote: Mr. Clemenzj moved to approve the Open Session Meeting minutes of March 20, 2018 and April 3, 2018 and it was unanimous to do so.

Vote: Mr. Clemenzj moved to approve the Open Session Meeting minutes of the joint meeting of April 7, 2018 and it was unanimous to do so.

Vote: Mr. Clemenzj moved to approve but HOLD the executive session meeting minutes of March 20, 2018; April 3, 2018 #1 and April 3, 2018 #2 and it was unanimous to do so.

Executive Session #2 – Acting Fire Chief Contract

Ms. Harrison moved the Board of Selectmen enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, the Acting Fire Chief, and not to return to open session but adjourn directly from executive session. The motion carried unanimously by roll call vote.

Respectfully Submitted By
Catherine Tinsley
5.7.18

TOWN OF WENHAM
Board of Selectmen
Meeting of May 1, 2018
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday May 1, 2018 at 5:30 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 5:37 pm
Selectmen present: Catherine Harrison, Chair; Jack Wilhelm, Vice Chair; John Clemenzi, Clerk
Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

It was noted the BOS had two consecutive executive sessions.

Executive Session #1- Police Chief Contract

Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, the Police Chief, and to return to open session for the purpose of holding another separate executive session. The motion carried unanimously by roll call vote.

The Selectmen returned to open session.

Vote: Ms. Harrison moved to approve the three-year contract (2019-2021) with Thomas Perkins as Police Chief as discussed and presented with a base salary of:

- o \$130,000 in Fiscal Year 2019 and \$1500 Accreditation Stipend
- o \$132,600 in Fiscal Year 2020 and \$1500 Accreditation Stipend
- o \$136,578 in Fiscal Year 2021 and \$1500 Accreditation Stipend

The motion carried unanimously.

Executive Session #2 – Lakeview (Wenham Pines) 56-60 Main Street

Vote: Ms. Harrison moved the BOS enter into executive session under M.G.L. Ch. 30A, § 21 (6) To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body regarding Lakeview (Wenham Pines) and to include Attorney Kwesell and the Health Agent, Greg Bernard, and to return to open session to immediately enter into the second executive session. The motion carried unanimously by roll call vote.

The Selectmen returned to open session.

The agenda was taken out of order to accommodate those present. The minutes follow the agenda.

Welcome

Public Input: Items Not on the Agenda – There was none.

Announcements

- o Mandatory Water Conservation May 1 to September 30 no sprinklers are allowed 9 am to 5 pm; hand watering is allowed.
- o Hydrant Flushing Continues Through May 11. There is possible temporary discoloration of water. Questions or concerns can be directed to Water Superintendent Erik Mansfield
- o Discounted Rail Barrels Available for Orders through May 13
- o Pleasant Pond & Highway Department Summer Job Opportunities; additional information is on the town web site.
- o Pleasant Pond Stickers Now Available: The beach will be open pending staffing. Stickers are available Town Hall/ Police Station \$25 and \$10 for over 65 years of age.

Reports

Town Administrator

Personnel - With the new shared inspectional services model with Hamilton now funded for FY19 and since Wenham is the lead community for this regional initiative, we plan to post the following positions later this week: full-time Building Commissioner, part-time Electrical Inspector, part-time Plumbing & Gas Inspector. We will also hire back-up inspectors for each of these roles. We will be going through the hiring process over the next two months and hope to fill all of these positions by the beginning of the coming fiscal year.

At the same time, we will also be looking to hire a new part-time Conservation and Open Space Coordinator who will staff those two land use committees. Assuming we are able to find a good fit for that position, the Planning Coordinator will then transition to a part-time role, responsible for supporting the Planning Board and Zoning Board of Appeals.

New Business

Appointments

- o Historic District Commission: Mary Elizabeth McDonnell
- Letter of Interest
- Email Appointment Endorsement from Historic District Commission Chair, Dana Bagnell

Dana Bagnell Chair was present and introduced Mimi McDonnell, resident in the Historic District and recommended her appointment.

Vote: Mr. Wilhelm moved to appoint Mary Elizabeth McDonnell to the Historic District Commission for a (2) year term beginning May 1, 2018 and ending June 30, 2020. The motion carried unanimously.

375th Anniversary Committee: Althea P. Cranton

- Emailed Appointment Interest
- Emailed Appointment Endorsement from 375th Anniversary Committee Chair, Trudy Reid

Ms. Harrison noted Ms. Cranton has been working with the 375th Anniversary Committee and will be a good addition.

Vote: Mr. Wilhelm moved to appoint Althea P. Cranton to the 375th Anniversary Committee for a term beginning May 1, 2018 and ending December 31, 2018. The motion carried unanimously.

Review of Pingree Park Tennis Court Facility Evaluation and Discussion of Next Steps

- Memo regarding Pingree Park Tennis Court Facility Evaluation from Peter Lombardi, Town Administrator, April 26, 2018
- Pingree Park Evaluation of Tennis Courts Facility, Wenham, MA, Gale Associates, Inc., April 6, 2018
- Pingree Park Tennis Court Inspection and Report - Presentation, May 1, 2018

HW- Hamilton Wenham
RSD Regional School District

Sean Timmons, HW Joint Recreation Director, was present referenced PowerPoint presentation and spoke on the 4 asphalt tennis courts at Pingree Park.

The presentation included:

- o The Background of the courts - (estimated) built in 1980's.
- o Current Conditions – Multiple structural and surface cracking and old short-term repairs failing; net posts heaving
- o Repair options as proposed by Gale Associates:
 - Short term repair: would last 3 to 5 years - \$80,000
 - o Membrane repair
 - o Reset all heaved tennis net posts
 - o Repair all pavement depressions
 - o Install acrylic court surfacing
 - o Apply all tennis court marking
 - Medium term repair: would last 8-10 years - \$200,000
 - o Remove/ replace fence
 - o Mill existing pavement and repair cracks with asphalt slurry
 - o Install new fencing
 - o Repair all pavement depressions
 - o Install acrylic court surfacing
 - o Apply markings
 - Long term solution - \$300,000
 - o Pulverize all existing concrete
 - o Laser grade tennis court

DRAFT- JW

- Install new asphalt base
- Install new acrylic surfacing
- Apply markings
- New Fencing

Mr. Timmons referred to the HWRSD Athletic Mater Plan which included 6 tennis courts on the campus of the High School and observed a definitive discussion with the School District was an important part of this process. The HWRSD did not include tennis courts in the Turf Field Plans; it was thought the tennis courts at the High School were a long way off.

Mr. Timmons went on to recommend as part of the process to address the tennis courts:

1. Define community needs for tennis courts
2. Identify potential funding sources
3. Develop project scope budget and timeline
4. Update Joint Recreation Agreement to clarify responsibility of capital project planning and financial contributions

The meeting was open to the public for questions and comments.

Denis Curran, Joint Recreation Board and Community Preservation Committee spoke in support of addressing the project as a whole e.g. removing the hemlock trees before repairs are done, as the trees are in part, the reason for the decline of the conditions of the courts.

Joe Marr, H. S. Boys Tennis Coach and Hamilton resident, spoke about the need for the courts to be repaired / replaced saying the courts are deemed unsafe to use and the tennis teams are playing on other district's courts. He opined that the Patton Park courts are not good for competitive games due to the size, limited number of courts and condition.

There are more than 50 kids on the school tennis team.

The High School team needs 4 courts.

It was noted that the WVIS has allowed the team to practice on the Tea House two courts.

Dacia Rubal, Puritan Road, stated that she helps with the girl's tennis team. Ms. Rubal noted the frustration that even for practice the team must travel to use tennis courts.

Deb Evans, Porter Street, identified herself as a former tennis coach and a parent of a H.S. tennis player, reiterated that the Pingree courts are unplayable due to the current condition but were actively used over the years. She suggested that no amount of data will help make a decision as the courts are dangerous. She encouraged a collaborative effort with Joint Rec, HWRSD, and the two towns (Hamilton and Wenham).

Joe Marr, Virginia Place, spoke in support of replacing the tennis courts as opposed to repairing them, saying a repair would be on-going and a waste of money.

It was suggested the Town look into grants awarded by the US Tennis Association.

The Selectmen concurred the first step is to consult with the HWRSD.

Approval of Longfellow Road & South Street Betterment Assessment Petition and Covenant

- Proposed Betterment Assessment Petition and Covenant between the Town of Wenham and Residents of Longfellow Road and South Street, Pages 1, 2 and Appendix
- An Act Authorizing the Town of Wenham to Make Permanent Improvements to Certain Private Ways and Assess Betterments
- Warrant for the Annual Town Meeting 2018, Article 16: Special Legislation, Appropriation, and Authorize Borrowing: Longfellow Road and South Street Road Improvements and Betterment Assessment

Mr. Lombardi informed the Board that State approval of the Home Rule Petition was anticipated to be within 2 to 4 months. Of the 22 property owners on Longfellow and South Street, 16 residents signed off on the Betterment, but the Betterment is binding to all residents on the two roads even if they did not sign the petition.

Vote: Ms. Harrison moved to approve and execute the proposed Betterment Assessment Petition and Covenant between the Town of Wenham and the Residents of Longfellow Road and South Street. The motion carried unanimously.

Review of and Feedback on Central Transportation Planning Staff Draft Report on Potential Main Street Traffic Improvements

- Summary of Findings and Proposed Improvements (DRAFT), Safety and Operation Analysis at Selected Intersections: Route 1A at Cherry /Monument / and Arbor Streets in Wenham, presented at Study Advisory Meeting, April 26, 2018
- Memo regarding Review of Potential Main Street Traffic Improvements from P. Lombardi, April 27, 2018

Mr. Lombardi presented the summary of findings and referenced a PowerPoint presentation.

DRAFT- JW

All three intersections of Main Street at Arbor St., Monument St., and Cherry St. were analyzed for short term / long term resolutions; it would be 5 to 7 years before any major project would be completed. These three intersections met all criteria to be termed a dangerous intersection.

Short term changes i.e. addition of turning lanes, restriping, changes to pedestrian signal at post office, add speed regulation sign, and add yield line on crosswalks. Mass DOT will assume all project costs for this work.

Mr. Wilhelm recalled in the past the Congregational Church hired a Police Officer for traffic duty i.e. church service and questioned reinstating this practice.

The long-term solution would be to install signal lights most likely at Main Street /Arbor Street / Friend Court and Main Street/Cherry Street.

An engineer will be engaged to complete the balance of the work. Estimated cost \$10,000; Chapter 90 funding can be used to pay for this work and all indications are that Mass DOT would fund the rest of the project.

Old Business

Potential Approval of National Grid Utility Pole at 29 Monument Street

- Email regarding Petition for Joint or Identical Pole Location from P. Lombardi to V. Loguidice, National Grid, Work Support NE North, March 13, 2018
- Petition for Joint or Identical Pole Locations, National Grid & Verizon New England, Inc., March 13, 2018
- 100-foot Abutters List Report, March 12, 2018
- Order for Joint or Identical Pole Locations, National Grid & Verizon New England, Inc., March 13, 2018
- Legal Notice: Public Hearing on Petition to Install Pole as published in the Salem News, Monday April 2, 2018 & Monday, April 16, 2018, emailed to V. LoGuidice, National Grid, March 27, 2018 and mailed to abutters April 2, 2018

A public hearing to install a pole in front of 29 Monument for underground service to 29 Monument Street was held at the Bos meeting on April 24; there were no comments or questions.

National Grid representative Sibhita Mahabier-Sheehy, Senior Design Technician was present.

Vote: Mr. Clemenzzi moved to approve the request from National Grid and Verizon New England, Inc. to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures along, and across the public way at 29 Monument Street as outlined in the petition dated March 13, 2018. The motion carried unanimously.

Request to Release the Town's Right of First Refusal on Lakeview (Wenham Pines) property and Executive Notice of Non-Exercise Option under Chapter 61B

- Letter regarding Wenham Pines – Notice under Section 7 of the HCA from Miranda P. Gooding, Esq., April 10, 2018
- Notice of Non-Exercise Option

Attorney Miranda Gooding was present for the applicant.

Ms. Harrison reviewed the Selectmen met in Executive Session with Town Counsel regarding the release of the Town's Right of First Refusal and agreed the most critical documents have been addressed and the applicant made good faith efforts. Because the Town does not have the funds to purchase the property, the Board would sign the Notice of Non Exercise Release of the Town's Right of First Refusal.

Vote: Ms. Harrison moved, and it was seconded, to approve the release of the Town's Right of First Refusal on 56-60 Main Street under MGL Chapter 61B and further to execute the Notice of Non-Exercise of First Refusal Option for said property. The motion carried unanimously.

The Selectmen signed the Notice of Non-Exercise and Attorney Gooding notarized the document.

Minutes

Vote: Mr. Clemenzzi moved to approve the Annual Town Warrant Hearing meeting minutes of April 2, 2018 and it was unanimous to do so.

Vote: Mr. Clemenzzi moved to approve the Joint Board of Selectmen/Finance & Advisory Committee Meeting minutes of April 23, 2018 and it was unanimous to do so.

Adjournment

The Selectmen unanimously adjourned at 8:27 pm

Respectfully Submitted By

Catherine Tinsley

5.12.18

TOWN OF WENHAM
Board of Selectmen
Meeting of May 3, 2018
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Thursday May 3, 2018 at 4:30 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 4:40 pm
Selectmen present: Catherine Harrison, Chair; John Clemenzi, Vice Chair; Jack Wilhelm, Clerk
Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Discussion on and Potential Approval of Proposed Non-Union Employee Sick Bank Personnel Policy

- Legal Notice: Public Hearing on Proposed New Personnel Policy Regarding Creation and Administration of a Sick Bank for Non-Union Employees as published in the Salem News Thursday April 26, 2018.

The purpose of the public hearing was to discuss the proposed new Personnel Policy regarding the creation and administration of a Sick Bank for Non-Union Employees.

Ms. Harrison declared the Public Hearing had been properly noticed and opened the hearing.
She stated for the record, there was no one present in the audience.

Mr. Lombardi gave an overview of the proposed policy and explained that this was a voluntary program for nonunion employees. Those who want to participate donate (accrued)sick time into a “sick bank” to be available to assist other participating employees that need to be out of work for an extended period of time.
The policy states the first and second year, participants donate two sick days to the bank and one day each year thereafter until the bank has collectively 200 days then the contributions are suspended.
The BOS discussed the proposed policy and agreed to include an annual opt in period with the caveat that new members not access benefits for a year. Mr. Lombardi recommended the BOS approve the policy and amend it in the future.

With no public comments or questions, Ms. Harrison closed the public hearing.

Vote: Ms. Harrison moved, and it was seconded, to approve the proposed Personnel Policy to Create and Administer a Sick Bank for Non-Union Employees. The motion carried unanimously.

Letter of Support for Grant Application to Municipal Vulnerability Preparedness Program

- Memo regarding Letter of Support for Grant Application to Municipal Vulnerability Preparedness Program from M. Hoffman, Planning Coordinator, May 3, 2018
- Proposed Letter of Support
- Grant Announcement: Municipal Vulnerability Preparedness Grant Program Immediate Need Round Fy18, Planning Grant, Executive Office of Energy & Environmental Affairs (EEA)
- Community Resilience Building Workshop Guide
- Town of Wenham Hazard Mitigation Plan, Adopted July 31, 2012
- Proposed Letter of Support

Mr. Lombardi noted the Town Hazard Mitigation (5 year) Plan originally approved in 2012 has expired.

The EEA issued a Request for Responses from municipalities interesting in participating. The Town’s current Hazard Mitigation Plan must be current to receive funds from FEMA i.e. flooding.
Grant funding for the plan is not available but the State has a new Municipal Centric Grant Program to give communities technical assistance with the plan.

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As part of the grant applicant, the Town is required to include a Letter of Support & Commitment from the Board of Selectmen Chair.

Vote: Mr. Wilhelm moved, and it was seconded to approve the Letter of Support Approve letter of support and authorize Catherine A. Harrison, Chair BOS, to execute the Letter of Support on behalf of the Selectboard. The motion carried unanimously.

New Business

Other Matters – Discussion only

Ms. Harrison requested feedback from the Board to place the subject of the Pingree Park tennis courts on an upcoming agenda for discussion as the Selectmen did not discuss the matter during Tuesdays' meeting but rather listened to public input. She went on to say that the Town Administrator has contacted the Town of Hamilton and the HWRSD for additional information on their level of interest and participation in having tennis courts in Wenham, or Hamilton or at the High School. Mr. Clemenzi and Mr. Wilhelm concurred this be on an upcoming agenda to further discuss the options for the deteriorated tennis courts at Pingree Park.

Mr. Wilhelm spoke in support of putting the tennis courts on an agenda and the importance that all options be fully vetted. He said that he recently went to Pingree Park and observed any work in the current location would be problematic with the hemlock trees, which unless removed, would continue to damage the courts and suggested the discussion include alternate locations for new courts.

Mr. Wilhelm opined the Town of Wenham should not be the sole provider of tennis courts for the HWRS Tennis team and that a lot of work needed to be done to either repair or replace the tennis courts. He went on to say the BOS need to determine the level of support to spend taxpayer dollars on the repair or replacement of the tennis courts at an estimated cost upwards of \$300,000.

Selectman Wilhelm also thought it would be beneficial to know if there are Community Preservation Act funds available for this purpose as was suggested during the BOS meeting.

Adjournment

The BOS unanimously adjourned at 5:20 pm.

Respectfully Submitted By
Catherine Tinsley
5.5.18

TOWN OF WENHAM
Board of Selectmen
Meeting of May 15, 2018
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday May 15, 2018 at 6 pm in the Selectmen Chambers.

Jack Wilhelm (2019); Catherine Harrison (2020); John Clemenzi (2021)

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 6 pm

Selectmen present: Catherine Harrison, Chair; John Clemenzi, Vice Chair; Jack Wilhelm, Clerk

Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

- Recorded with permission by HWCAM
- Meeting packet 5.15.18

Executive Session #1

Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21(4) To discuss the deployment of security personnel or devices, or strategies with respect thereto and to return to open session. The motion carried unanimously by roll call vote.

The Board returned to open session.

Public Input: Items not on the agenda

Fire Captain Jeff Baxter announced the WFD won first place at the 2018 Muscular Dystrophy Association *Firefighter Cooking for a Cure*. This is a local event for fire departments to raise funds for the MDA.

Announcements – Additional information is on the Town's web site

- Mandatory Water Conservation Continues May 1- September 30; No Sprinklers allowed 9am-5 pm; hand watering only
- Mosquito Spraying and Annual Herbicide Treatment of National Grid Right-of-Ways May 12 to June 17 and August 4 to September 2. Contact the Board of Health with concerns or questions.
- Richard J. Brown Memorial Playground Ribbon Cutting at Pingree Park is Saturday May 19 at 11am
- Town of Wenham Blood Drive – Wednesday May 23 at the HW library from 2pm to 7pm
- Memorial Day Ceremony – Monday May 28; parade forms at 12:30pm at the COA (Legion Building), School Street
- Veterans Memorial Pool Opening – Saturday June 9

Reports

TOWN ADMINISTRATOR

Enon One Facility - Enon One, the Town's historic fire pumper, will be back on display in time for our 375th celebration. Originally located for many years behind the Fire Station, the pumper will now be housed in a prefabricated 12x28' structure behind Town Hall by the upper parking lot. The concrete footings are scheduled to be installed next week and the new shed should be delivered in the next few weeks. Over the summer, the shed will be painted, landscaping will be completed, and interpretive signage will be designed and installed. Enon One will be in the 375th parade on the morning of September 8, with a ribbon cutting ceremony planned for later that afternoon commemorating its return to town.

Street Tree Inventory and Management Plan. - Funded in part with \$5k in grant funding from MIIA, Bartlett Tree Experts recently completed a Tree Inventory and Management Plan for more than 300 street trees on our main roads - Walnut, Larch, Grapevine, Dodges, Arbor, Monument, Cherry, Maple, and Topsfield. Based on their assessment, they recommend that all of the trees they evaluated either need pruning (55%) or to be removed (45%). With only \$25k in funding for tree removal programmed into the FY19 budget, I will be working with the DPW Director and Tree Warden to develop a plan to tackle the highest priority trees for removal starting in July so we can spend our limited funds as strategically as possible. As part of this process, we will also develop a planting plan to replace trees that are removed but may need additional funds to make progress on that front. Bartlett's inventory provides helpful data to address this longstanding issue across town as we balance considerations of risk management with the aesthetic impact on our neighborhoods.

Pingree Park Tennis Courts - The Hamilton-Wenham Regional District School Committee discussed this issue at their May 9 meeting and concluded that they have no plans to construct new tennis courts on school grounds in the foreseeable future but

DRAFT- JW

expressed interest in understanding what Wenham's plans are for the courts at Pingree Park. They currently have 54 participants in the Boys & Girls Varsity and Junior Varsity teams and need 6 playable courts from late March through early June in order to practice and host home matches.

The Recreation Director conducted a follow-up inspection of the 3 courts at Patton Park, which are in relatively good condition. There are no known issues with the nets as those all measure regulation height. Although there are a few minor cracks, they will be filled at minimal cost in the next few weeks. While the contractor is on site doing that work, the Recreation Director will get their input in terms of the need for any substantial repairs, although none are anticipated at this time. In the meantime, the WVIS has generously allowed the tennis teams to use their courts these past couple weeks. Alternative scenarios to address this issue both short- and long-term, besides full reconstruction of the Pingree Park courts, may include working out an arrangement with the WVIS and/or Gordon College for use of their courts.

New Business

Appointments

- Cemetery Commission: Gary R. Cheeseman / Letter of Interest
- Wenham Police Department: Email from Chief Thomas Perkins /List of requested FY19 Appointments
- Wenham Fire Department: Email from Acting Chief Stephen Kavanagh / List of requested FY19 Appointments

Mr. Wilhelm read the list of those names on the list to be appointed.

- Cemetery Commission: Gary R. Cheeseman

Vote: Ms. Harrison moved to appoint Gary Cheeseman to the Cemetery Commission for a term Beginning May 15, 2018 and ending June 30, 2021 and it was unanimous to do so.

- Police Department:

Vote: Ms. Harrison moved to appoint the Wenham Police Department from the List for a one (1) year terms beginning July 1, 2018 and ending June 30, 2019 and it was unanimous to do so:

Chief: Thomas C. Perkins
Captain: Kevin J. DiNapoli
Sergeant: Johnathan B. Gray
Sergeant: Christopher J. Machain
Sergeant: Michael Mscisz
Detective: Shane M. Kavanagh
Patrolman: David T. Marsh
Patrolman: Chad M. Labrie
Patrolman: William J. Carney, III
Patrolman: Michael J. Chandler

Administrative Assistant: Susan M. Hersee
Animal Control Officer: Stephen B. Kavanagh
Animal Control Officer Indigenous: Stephen B. Kavanagh
Chaplain: Dean W. Pederson
Constable: Calvin M. Perkins
Constable: Paul E. Mendonca
Liquor Agent: Kevin J. DiNapoli
Keeper of the Lock-Up: Shane M. Kavanagh

Reserve Officers:

Michael F. Perry
Richard J. Sherry
Brain J. Pratt
Christopher T. Sanborn
Scott W. Wood
Steven T. Farinato
Shawn T. Tinsley
Wesley S. Izidoro
Mia N. Cefalo
David R. Farry
Lawrence M. Nestor
Stephen S. Lovely
John C. Freitas
Reini Perez
Amanda L. Cecchini
Travis J. Kneeland

Police Matrons:

Susan Hersee
Catherine Tinsley
Mia Cefalo

- Fire Department:

Vote: Ms. Harrison moved to appoint the Wenham Fire Department from the List for a one (1) year terms beginning July 1, 2018 and ending June 30, 2019 and it was unanimous to do so:

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Captain and Fire Prevention Officer Jeffrey Baxter, Captain Daniel Sullivan, Lieutenant Thomas Curran, Lieutenant Gary Blaney, Lieutenant John Joyce, Lieutenant Christopher Jones, Acting Lieutenant Michael Binns, Senior Firefighter William Jones

Firefighters: Richard Bertone, Denzel Birth, Benjamin Blanchette, Jason Braley, Thomas Curran, Jr., Samantha Curran, Robert Gallinelli, Sean McCarthy, David T. Marsh, Erica Poitras, Michael Reynolds, Michael Schroeder, Leonard Tuneburg, William Wildes

Provisional Firefighters: Stephen Koutrakis, Derek Marshall, Anthony Nickas

Chaplain: Reverend Michael Duda

Oil Burner Inspector: Jeffrey Baxter

Two One-Day Liquor License Requests –Wenham Museum, Private Fundraiser, June 5 & 6, 2018, 5:00 – 7:00pm

- Application from Kathleen Feldman on behalf of Wenham Museum
- Event Flyer
- Certificate of Liability Insurance for Wenham Historical Association listing Town of Wenham as additional insured
- Tips Certification for Derek A. Smith
- 2 Checks for \$50.00 each
- Email approval from Chief Tom Perkins, WPD
- Email approval from Captain Jeff Baxter, WFD
- Email approval from Jackie Bresnahan, Permitting Coordinator & Special Projects Manager

Vote: Ms. Harrison moved to approve two One-Day (All Alcoholic Beverages) Liquor Licenses for Kathleen Feldman and a private fundraiser to be held at the Wenham Museum, 132 Main Street, Tuesday, June 5th and Wednesday, June 6th 2018 from 5:00pm – 7:00pm. The motion carried unanimously.

Overview of Fire Chief Assessment Center Results

- Cover Letter regarding Results of Fire Chief Assessment from Robert Craig, Municipal Resources, Inc.
- Professional Services Agreement between the Town of Wenham and Municipal Resources, Inc. for a Fire Chief Assessment, April 25, 2018
- Municipal Resources, Inc. Assessment Center Personnel Bio's
- Robert C. Craig, Brian P. Duggan, Christopher W. Norris
- Assessment Center Overview for the Position of Fire Chief Town of Wenham, Municipal Resources, Inc., March 30, 2018
- Resume for Stephen B. Kavanagh

Robert Craig, Senior Consultant, Municipal Resources, Inc. was present to give the overview of the Fire Chief Assessment. Mr. Craig was present for Brian Duggan, Director of Fire Services, who was unable to attend. Mr. Craig read a letter to Peter Lombardi from Brian Duggan.

The letter gave an overview of the Assessment process to measure skill knowledge and ability of the candidate including the following areas: Tactical ground management based on the make-up of the community, Superior Subordination Staff Customer service, Development of Written Assignment, Development & delivery of an Oral Presentation

The (single) candidate overall score was 68% with the candidate excelling in Customer Service.

The Assessment would be further discussed in executive session.

Preliminary Recommendations on FY18 Merit Pay for Non-Union Employees and Proposed Salary Range Changes for Select Grades

- Memo regarding Recommendations on FY18 Merit Pay for Non-Union Employees and Proposed Salary Range Changes for Select Grades from P. Lombardi, May 11, 2018
- Compensation and Classification System: Town of Wenham Non-Union Employees, Proposed May 15, 2018
- Updated Town Administrator Compensation Data, December 2017
- Chief Base Pay Compensation, April 2018

Mr. Lombardi reviewed the Town/BOS approved the Classification Schedule about 2 ½ years ago and included grade, salary, and scale for non-union position. The BOS implemented a merit pay system with a FY18 budget of \$28,000 (based on 2% maximum merit increase). Ms. Harrison asked for the percentage of the funds used.

Mr. Lombardi reported most of the performance evaluations have been completed. The BOS was provided with an updated table which reflected accurate up-to-date salary data. Mr. Lombard went on to go over the changes. He noted merit pay was

retro-active back to July 1, 2017 and added to the employees base salary. Those employees who have not had a performance review and are marked with TBD on the table.

Other changes included salary ranges for grades 1, 2, & 2A based on updated data for the positions of Fire Chief, Police Chief, and Town Administrator.

This round of evaluations included setting goals for FY 19; evaluations next year would be based on these goals.

Vote: Ms. Harrison moved to adopt the updated Compensation & Classification System for the Town of Wenham Non-Union Employees including the recommended FY18 Merit Pay increases and updated salary ranges for grades 1, 2 & 2A as presented by Town Administrator, Peter Lombardi. The motion carried unanimously.

Annual Town Meeting Debrief

The Board deferred this agenda item to a future meeting.

Review of Draft Grant Agreement and Preservation Restriction for Wenham Museum Regarding Community Preservation Act Funds for Claflin-Gerrish-Richards House Preservation

- Email re CPA Grant Agreement from J. Bresnahan Permitting Coordinator and Special Projects Manager May1, 2018
- Draft Community Preservation Act Grant Agreement with Wenham Historical Association and museum

Mr. Lombardi explained that the Wenham Museum submitted and was awarded a CPC grant. As part of the grant process, applicants must enter into a grant agreement with the Town in order to receive the funds. This agreement clarifies expectations and obligations of both the Town and the applicant.

One key component for this application was the requirement for the Wenham Museum was to sign a Historic Preservation Restriction.

The BOS was asked to review the Grant Agreement in an effort to have a draft in time for the Wenham Museum Board of Trustees June meeting. Construction is slated to begin July 2018.

Included in the Agreement:

- Timeline: work completed by June 30, 2019
- Excess Funds returned to CPA
- Deliver to the Town a Recordable Historic Preservation Restriction on property
- Work to be approved by Building Inspector
- Work done to the Secretary of the Interiors Standards & Inspections
- Progress Reports
- Record Keeping

The Selectmen had no comments on the draft Grant Agreement as prepared by Town Counsel KP Law.

Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)

There were none.

Minutes – The minutes were held for review.

Open Session – April 24, 2018; May 1, 2018; May 3, 2018

Executive Session: April 24, 2018 ES 1; April 24, 2018 ES 2; May 1, 2018 ES 1; May 1, 2018 ES 2

Executive Session #2 – Acting Fire Chief

Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Acting Fire Chief) and to include Robert Craig MRI, and to adjourn directly from es and not return to open session. The motion carried unanimously by roll call vote.

Respectfully Submitted By

Catherine Tinsley

5.27.18

TOWN OF WENHAM
Board of Selectmen
Meeting of June 5, 2018
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday June 5, 2018 at 5:30 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 5:38 pm

Selectmen present: Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (2021); Jack Wilhelm, Clerk (2019)

Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

- Recorded with permission by HWCAM
- Meeting packet 6.5.18

Executive Session Acting Fire Chief

Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Acting Fire Chief) and to return to open session. The motion carried unanimously by roll call vote.

The Board returned to open session at 6:23 pm.

Public Input: Items not on the agenda

There were none.

Announcements – Additional information is on the Town's web site

- Veterans Memorial Pool Opening is Saturday June 9
- Richard J. Brown Playground at Pingree Park Ribbon Cutting & Re-Dedication is Saturday June 9
- High Definition Broadcasting & Transmission to the Community & Beyond - Bill Melville, HWCAM Executive Director was present and spoke on the updates to the HWCAM system. Mr. Melville referenced *You Tube* on the internet to demonstrate the High Definition picture quality available on You Tube. Public Meetings are now posted in real time (less a 5 second delay) and may be viewed on a smart TV or computer. Mr. Melville highlighted the benefits of having the You Tube account.
- Hamilton-Wenham Business Directory – Tyson Goodridge –Mr. Goodridge was not present and this item was held.
- Request for Letters of Interest to Fill Upcoming Water Commission Vacancy by June 25 to the Town Administrator Office
- The Affordable Housing Action Plan Presentation of the final draft is Tuesday June 26 at 7PM

Reports

Town Administrator

- Personnel - Leslie Davidson has accepted a position as the Treasurer/Collector for the Town of Marblehead. Her last day in Wenham will be August 3. I want to thank her for her outstanding service to the Town over the past several years. The Finance Director / Treasurer/Collector position will be posted tomorrow with the goal of interviewing candidates in mid-July. We have secured the services of a consultant who will handle the day-to-day administrative responsibilities of the Treasurer/Collector during this transition period.
- Municipal Vulnerability Preparedness Grant Award - The Town was recently notified that we have received \$20k in grant funding from the Executive Office of Energy and Environmental Affairs through their Municipal Vulnerability Preparedness (MVP) program. The funding afforded through this designation will be primarily used to update our Hazard Mitigation Plan (HMP). Originally approved in 2012, our HMP is valid for 5 years and so is currently expired. Having an approved HMP allows Wenham to be eligible for federal mitigation funds for events related to flooding or other possible hazardous events, and the MVP designation makes Wenham eligible to apply for funding through the MVP Action Grant program to implement any mitigation projects prioritized through the planning process.

Ms. Harrison requested a list of grants awarded to the Town in Fiscal Year 18.

New Business

Funding Request for Affordable Housing Trust (AHT) Administrative Support

- Email regarding proposed AHT Funding Request from Catherine Harrison, BOS Chair and Trustee

Josh Anderson, Chair of AHT, was present and spoke to the request before the BOS to extend the deadline for use of funds for Administrative Support from May 1, to September 1 citing a delay in the Plan Completion date, and to expend funds for a Recording Secretary in FY19 in order to keep accurate and timely records and provide consistent record keeping.

Vote: Ms. Harrison moved to extend the time period for approved Administrative Support for the Affordable Housing Trust Action Plan to September 1, 2018 at the terms previously approved. (work to be completed at the employees present hourly rate for no more than 3 hours/week and not to exceed \$2500 in total, with funds payable by the Affordable Housing Trust.) The motion carried unanimously.

Vote: Ms. Harrison moved to approve the proposed funding request from the Affordable Housing Trust for support from the Recording Secretary whose FY19 work will be completed at a rate of \$115.57 per meeting, not to exceed \$1,500 in FY19, with funds payable from the Affordable Housing Trust. The motion carried unanimously.

Appointments

ADA Coordinator: James Reynolds

Vote: Mr. Wilhelm moved to appoint James Reynolds as ADA Coordinator for a one (1) year term beginning on July 1, 2018 and ending on June 30, 2019. The motion carried unanimously.

Affordable Housing Trust: Joshua T. Anderson, Michelle Bailey, Judith H. Bubriski, Joseph B. Hosler

- Emailed Letters of Interest

Vote: Mr. Wilhelm moved to appoint Joshua T. Anderson, Michelle Bailey, Judith H. Bubriski, Joseph B. Hosler to the Affordable Housing Trust for (2) year terms beginning on July 1, 2018 and ending on June 30, 2020. The motion carried unanimously.

Conservation Commission: Leo J. Maestranzi

- Emailed Letters of Interest

Vote: Mr. Wilhelm moved to appoint Leo J. Maestranzi to the Conservation Commission for a (3) year term beginning on July 1, 2018 and ending on June 30, 2021. The motion carried unanimously.

Council on Aging Board: Diana E. Lang, Stephanie H. Mark

- Emailed Letters of Interest

Vote: Mr. Wilhelm moved to appoint Diana E. Lang and Stephanie H. Mark to the Council on Aging for (3) year terms beginning on July 1, 2018 and ending on June 30, 2021. The motion carried unanimously.

Eastern Essex Veterans District Representative: John A. Clemenzi

- Emailed recommendation from the Veterans Committee

Vote: Mr. Wilhelm moved to appoint John A. Clemenzi as Eastern Essex Veterans District Representative for a term beginning July 1, 2018 and ending June 30, 2019. The motion carried unanimously.

Hamilton-Wenham Joint Recreation Committee: Denis F. Curran, Jr.

- Emailed Letters of Interest

Vote: Mr. Wilhelm moved to appoint Denis F. Curran, Jr. to the Hamilton-Wenham Joint Recreation Committee for a three (3) year term beginning on July 1, 2018 and ending on June 30, 2021. The motion carried unanimously.

Historic District Commission: Don O. Bannon, Barbara K. Locke – HELD

Logan Airport Community Advisory Committee Representative: Paul E. Mendonca

- Emailed Letter of Interest

Vote: Mr. Wilhelm moved to appoint Paul E. Mendonca as Logan Airport Community Advisory Committee Representative for a three (3) year term beginning on July 1, 2018 and ending on June 30, 2021. The motion carried unanimously.

Lumber, Surveyor of & Measurer of Wood & Bark: Gay W. Roland

- Emailed Letter of Interest

Vote: Mr. Wilhelm moved to appoint Gay W. Roland as Lumber Surveyor of & Measurer of Wood & Bark for a one (1) year term beginning on July 1, 2018 and ending on June 30, 2019. The motion carried unanimously.

Massachusetts Bay Transportation Authority Representative: Paul E. Mendonca

- Emailed Letter of Interest

Vote: Mr. Wilhelm moved to appoint Paul E. Mendonca as Massachusetts Bay Transportation Authority Representative for a (1) year term beginning on July 1, 2018 and ending on June 30, 2019. The motion carried unanimously.

Superintendent of Moth Work: Winslow E. Mulry

- Emailed Letter of Interest

Vote: Mr. Wilhelm moved to appoint Winslow A. Mulry as Superintendent of Moth Work, for a one (1) year term beginning on July 1, 2018 and ending on June 30, 2019. The motion carried unanimously.

Open Space and Recreation Committee: Ernest C. Ashley, Asma A. Syed, Thomas Starr, Ann B. Weeks

- Emailed Letters of Interest

Vote: Mr. Wilhelm moved to appoint Ernest C. Ashley, Asma A. Syed, Thomas Starr and Ann B. Weeks to the Open Space and Recreation Committee for one (1) year terms beginning on July 1, 2018 and ending on June 30, 2019. The motion carried unanimously.

Parking Clerk: Nicole J. Roebuck

Vote: Mr. Wilhelm moved to appoint Nicole J. Roebuck as Parking Clerk for a one (1) year term beginning on July 1, 2018 and ending on June 30, 2019. The motion carried unanimously.

Records Access Officer: Dianne K. Bucco

Vote: Mr. Wilhelm moved to appoint Dianne K. Bucco as Records Access Officer to a one (1) year term from July 1, 2018 to June 30, 2019. The motion carried unanimously.

Town Counsel: KP Law

Vote: Mr. Wilhelm moved to appoint KP Law as Town Counsel for a one (1) year term beginning on July 1, 2018 and ending on June 30, 2019. The motion carried unanimously.

Treasurer/Collector: Leslie A. Davidson

Vote: Mr. Wilhelm moved to appoint Leslie A. Davidson as Treasurer/Collector for a one (1) year term beginning on July 1, 2018 and ending on August 3, 2018. The motion carried unanimously.

Zoning Board of Appeals: Anthony M. Feeherry

- Emailed Letter of Interest

Vote Mr. Wilhelm moved to appoint Anthony M. Feeherry to the Zoning Board of Appeals for a (3) year term beginning July 1, 2018 and ending June 30, 2021. The motion carried unanimously.

The agenda was taken out of order.

Discussion Regarding Economic Development Committee Charge

- Economic Development Committee Charge, October 28, 2016
- Email re: Economic Development Committee Status from M. Hoffman, Planning Coordinator, May 23, 2018
- 2017 Wenham Annual Town Report – Economic Development Committee Submission
- Wenham Economic Development Committee Suggestion Outline, June 2017 compiled by Doug D’Agata, Chair including submissions from committee members John Maestranzi, Dana Begin, Johanna Wise Sullivan and Win Dodge
- 7-year Action Plan for updating Open Space and Recreation Plan
- Email re: Revised Parcel Ranking Matrix from Lynn Duncan, Associate Consultant, The Ciccolo Group, LLC
- Parcel Ranking Matrix, The Ciccolo Group, LLC
- Email re: Revised Parcel Ranking Matrix from Lynn Duncan, Associate Consultant, The Ciccolo Group, LLC

The Economic Committee has not been active and there have been resignations from the original Committee.

The Board went on to discuss the reappointment of this Committee and if the current charge is in line with the Open Space Committee and how the Committee could better interact and work with the open space committee.

The Town needs to have an action to purchase open space when it becomes available.

The Selectmen agreed to further consider the charges of both the Open Space and Recreation Committee and the Economic Development Committee and if the charges are still relevant now that the open space plan is drafted and if the charges should be amended or aligned. This will be on a future agenda for discussion.

Proposed Design of Pingree Park Community Garden

- Hamilton-Wenham Garden Club (HWGC) Community Garden Update
- Plant List Options for Community Garden, April 2018
- Community Garden Design Map

Heather Kent, HWGC President and Jeanne Whitman, Plant Specialist were present and presented the design for the Community Garden Plan for Pingree Park. A schematic drawing was referenced to show the outlay of the garden, paths and specific areas. Various Landscape Architects were consulted, and Wenham resident Ditty Mulry was recognized for her help in preparing the proposed design and gifting it to the HWGC for use in Pingree Park.

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Ms. Kent highlighted the aspects of the design including that it is wheel chair accessible, includes a number of small nested seating areas, parking, and removal of dangerous trees. Also noted was the preferred use of low maintenance native plants and shrubs, maintaining the vinca vine and Lily-of-the-Valley on site. This garden will be under the care and responsibility of the HWGC.

The Wenham Department of Public Works was acknowledged for their help with creating the paths, bringing water to the site and additional tree work. The goal is for the garden plan to be completed in June of 2019.

Recommendations on FY18 Merit Pay for Non-Union Employees

This agenda item was held for a future meeting.

Review of Town Administrator Performance Evaluation Form and Process

- Wenham Town Administrator Evaluation Form
- Memo regarding FY18 Goal Setting Follow-up from P. Lombardi, Town Administrator, August 7, 2017

Mr. Lombardi gave an overview of a refresh of the format that has been used for the Town Administrator's evaluation and noted his recommended changes to the form to simplify and consolidate the information and bring the process into compliance by aggregating the scores by a third party. There was a brief discussion of recent case law that impacts how the evaluations are done in accordance to the Open Meeting Law.

Most notably the changes included use a scale of 1 to 4, reduce the number of goals, and not include essential duties of the Town Administrator.

According to the Town Administrator's contract, his evaluation must be done by June 30. The Selectmen will meet individually with Mr. Lombardi by the end of next week. This will be on the June 19 meeting agenda.

Employee Vacation Carryover Requests

- Memo regarding Vacation Carryover Requests from Peter Lombardi, Town Administrator, May 29, 2018

As per policy, employee's vacation time must be used by June 30 of each year. This date may be extended by authorization of the Board of Selectmen. The Board considered the requests as presented and noted they were minimal, ranging from a few hour up to 5 days.

Vote: Mr. Wilhelm moved to approve the Town Employee Vacation Carryover Requests, as detailed in the list as provided, from FY18 into FY19 and to be used by September 30, 2018. The motion carried unanimously.

Use of Wenham Streets for Operation Troop Support Ride Saturday June 30, 2018

- Letter regarding Operation Troop Support Ride from Mark Eugenio, Iron Order Motorcycle Club
- Emails regarding Operation Troop Support Ride from T. Perkins, Chief, WPD and S. Kavanagh, Acting Chief, WFD

Vote: Mr. Clemenzi moved to authorize Mark Eugenio and the Iron Order Motorcycle Club to use the specified sections of Larch Row, Main Street, Cherry Street, and Maple Street for their motorcycle ride raising funds for Operation Troop Support on Saturday, June 30, 2018. The motion carried unanimously.

Old Business

Review of Annual Town Meeting Debrief

This agenda item was deferred to a future meeting to allow for time for a full discussion.

Mr. Clemenzi stressed the importance for "key players" i.e. Town Clerk, Town Moderator, be involved in this discussion.

Minutes - April 24, 2018; May 1, 2018; May 3, 2018; May 15, 2018

Executive Session: April 24, 2018 (1); April 24, 2018 (2); May 1, 2018 (1); May 1, 2018 (2); May 15, 2018 (1) May 15, 2018 (2)

The BOS took no action and deferred the minutes to the next meeting.

The BOS next meeting: June 19

Adjournment. – *The BOS unanimously adjourned at 8:32 pm*

Respectfully Submitted By
Catherine Tinsley
6.7.18