

APPROVED 6.3.2014

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, April 15, 2014
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 was held on April 15, 2014 at 7 PM in the Selectmen Chambers.

WELCOME & OVERVIEW OF AGENDA

With a quorum present, Chairman Whittaker called the Board of Selectmen meeting to order at 7 PM
Selectmen Present: Jack Wilhelm, Chair; Catherine Harrison, Vice Chair; Ken Whittaker, Clerk
Also Present: Mark Andrews, Town Administrator; Catherine Tinsley, Minutes Secretary
This meeting was recorded, with permission, by HWCAM.

Abbreviations used
BOS Board of Selectmen

Public Information
Agenda
One-Day Liquor License; Comcast Cable Preliminary Ascertainment Finding
Minutes: March 17, 2014 open/es; April 1, 2014; June 18, 2013 ES

WELCOME AND OVERVIEW OF AGENDA

PUBLIC INPUT

PRESENTATIONS BY GUESTS

ANNOUNCEMENTS

1. Gordon College 8th Annual Triathlon - Saturday May 3, 2014

Mr. Wilhelm read the letter dated April 3, 2014 from Gordon College for the use of Hull Street, Essex Street, and Grapevine Road for the bike portion of the event. This has been reviewed and approved by the Wenham Police Department and Department of Public Works.

Vote: Mr. Wilhelm moved, and it was seconded, accept the recommendation as read in the letter. The motion carried unanimously.

2. Annual American Diabetes Association North Shore Tour de Cure - Sunday May 18, 2014

Mr. Wilhelm read the letter dated April 1, 2014 from the American Diabetes Association informing the Town the annual cycling event, Tour de Cure, is May 18, 2014 and will travel through Wenham. This has been reviewed and approved by the Wenham Police Department and Department of Public Works.

Vote: Mr. Wilhelm moved, and it was seconded, to approve the proposal from the American Diabetes Association. The motion carried unanimously.

NEW BUSINESS

Election Results

Mr. Whittaker introduced and welcomed newly elected Selectman Catherine Harrison. He also recognized and thanked Patrick Wilson for his service on the Board of Selectmen over the past three years.

Mr. Whittaker went on to give a brief overview of the 2014 Annual Town Meeting.
Of the 19 articles, all the financial articles passed, including the Town and School Budgets.

Board of Selectman – Reorganization of Officers

Mr. Whittaker opened the meeting to the Board for nominations.

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Chair: Ms. Harrison nominated Selectman Wilhelm as Chair. Mr. Whittaker seconded and it was unanimous to nominate Jack Wilhelm as Chair. Selectman Wilhelm accepted the nomination.

Vice Chair: Mr. Wilhelm nominated Selectman Harrison as Vice Chair. Mr. Whittaker seconded and it was unanimous to nominate Ms. Harrison as Vice Chair. Ms. Harrison accepted the nomination.

Clerk: Ms. Harrison nominated Selectman Whittaker as Clerk. Mr. Wilhelm seconded and it was unanimous to nominate Ken Whittaker as Clerk. Mr. Whittaker accepted the nomination.

Selectman Whittaker continued reporting the Election results; these are listed on the Town's web site.

Reynolds Farm Endorsement

The Conservation Commission has recommended the Town enter into a five-year lease with "The Food Project" for the Reynolds property.

At the previous meeting, Mr. Wilhelm had questioned the rights of the Town to terminate the lease. Town Counsel, Paul Weaver, responded to this concern in an email detailing the Town's right's to terminate the lease for e.g. failure to pay rent, farm the land, carry insurance etc. Mr. Wilhelm stated he was comfortable with this information and going forward with a vote.

Vote: Mr. Whittaker moved, and it was seconded, to approve the Farm Land Lease Agreement, between the Town of Wenham, through the Conservation Commission, with James Harrison, North Shore Regional Director of the Food Project, Inc. Under discussion, Ms. Harrison said that she normally would not vote on something she was not a part of but had attended the meeting/presentation.

The motion carried unanimously.

Wenham Museum Gala Event- Request for A One-day Liquor License on May 10, 2014

Kristen Noon, Executive Director the Wenham Museum was present. She confirmed the caterer has licensed bartenders and the tent company will apply for a permit to erect the tent in the parking area. The Police and DPW have reviewed the request.

Vote: Ms. Harrison moved, and it was seconded, to approve the one-day liquor license for the Wenham Museum on Saturday, May 10, 2014 between the hours of 7 PM and 10:30 PM.

Presentation by the Hamilton Wenham Little League (HWLL)

Len Dolan, President of the HWLL was present. He noted that more than 400 children play Little League baseball in town. The HWLL is celebrating their 60th anniversary this year.

The request is to gift to the Town of Wenham, batting cages at the Cheeseman Field in Pingree Park. Cheeseman Field is recognized as a premier park of District 15.

The cages will be located off to the side between second & third base. The surface will be leveled, electricity run for the pitching machines (no lights) and eight steel poles installed. Landscaping will be added to blend the cages in with the area. The estimated cost is between \$12,000- \$15,000. This is at no cost to the Town.

Vote: Ms. Harrison moved, and it was seconded, to accept the gift of the batting cages for Cheeseman field, valued at \$12,000 - \$15,000, according to the Town's gift policy. The motion carried unanimously.

Finance and Advisory Committee Report - by Mike Lucy, Chair

Mr. Lucy reported that Gordon College has offered to purchase a police cruiser as a gift for the Town. The estimated value is \$38,000. The details are being worked out and will be brought to the BOS for review and consideration.

There will be two open seats on the Finance Committee. Anyone interested in serving should send a letter of interest to the Town Administrator's office. The Finance Committee will meet before the end of the Fiscal Year to finalize FY 14, review the past year, and prepare for FY 16 budget.

Metropolitan Area Planning Counsel (MAPC) - Request to Endorse a Legislative Increase to Wenham's Assessment

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The Town received an email dated April 4, 2014 from the MAPC stating that the Executive Committee voted to endorse a legislative increase to the assessment that comes from cities and towns to “help fund out agency”. The potential amendment would increase the assessment to \$.50 per capita; for Wenham this is an increase of \$879.00.

The request is for the Town to sign a letter to Senate President Murray and Speaker Deleo to support the increase. Mr. Whittaker suggested a presentation from MAPC to help understand the services provided and the associated costs. Ms. Davis, as the representative will put together the information

Senior Care Proposal – Request for Funding

Mr. Andrews reviewed that Senior Care is requesting a donation from Wenham of \$3,100.00.

He stated that a donation could be made to Senior Care from the Town’s Charitable Trust. The balance available is \$1,260.14 and recommended a \$200 donation. Chairman Wilhelm suggested a \$400 donation and after a brief discussion, it was the consensus of the Board that the donation to Senior Care be in the amount of \$400.00.

Vote: Mr. Whittaker moved, and it was seconded, approve a request of funding of a one time amount of \$400.00 to Senior Care, Inc. The motion carried unanimously.

Cable Television - Comcast Preliminary Ascertainment Findings

Mr. Whittaker reviewed that the Ascertainment Hearing for Cable Television was held on January 14, 2014. As a result, the document entitled “Preliminary Ascertainment Findings” was created by Issuing Authority, and Cable Counsel, Bill August, Esq.

After reading the document, Mr. Whittaker said some statements were not supported by the transcripts and he offered these comments to Attorney August, who recommended going forward with the original document and use the comments in the discussion process. Mr. Whittaker will share his comments, and Attorney August’s comments with the Board

Vote: Mr. Whittaker moved, and it was seconded, to approve for submission to the Cable provider, the Preliminary Findings of March 2014 as prepared by Attorney Bill August. The motion carried unanimously.

REPORTS

Update on Search for the Finance Director & Accountant/ RFP Financial Services

Mr. Andrews reported that four applicants that were chosen from the (60) responses for the Finance Director and Accountant; one of the applicants has withdrawn. A screening committee will be set up.

Chairman Wilhelm suggested he and Mr. Andrews invite those candidates in for a quick interview to review the job description and confirm their interest in working for the Town before being sent to a screening Committee. Ms. Harrison noted she has yet to review the resumes but supported an initial contact with the top candidates. The BOS will discuss forming an ad hoc screening committee at the next meeting.

Mr. Andrews reported that the Town only received two responses to the Request For Proposal for financial services; one was receive late and therefore disqualified. He recommended putting the same RFP out again. Mr. Andrews will contact those companies with potential interest.

There was discussion of the process of interviewing candidates and receiving RFPs and those decisions would be made going forward.

The Finance Director’s bimonthly report in the BOS packet was referenced by Mr. Andrews, who gave a brief summary. He noted that the Snow & Ice account is the only concern at this time. He noted it was known the budget would be exceeded, by about \$40,000; options are being considered.

Mr. Andrews will set up a groundbreaking ceremony for the Veteran’s Memorial. Rene C Lamarre Co. was awarded the contract and would begin surveying the site next week. The project is scheduled to be completed by the end of August 2014.

The Town received \$22,737 from the Winter Rapid Recovery Road Program Grant to repair potholes. This is in addition to the Town’s Chapter 90 funds. This must be spent by June 30, 2014.

Chairman Wilhelm asked that the Finance Director David Genereux attend at least one meeting a month.

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Chairman Wilhelm reported on the Monument Street Proposed Cell Tower saying he has heard the balloon test was not high enough. The Planning Board is holding a hearing on the cell tower Thursday, April 17, 2014. Mr. Whittaker said he has read the application materials and would attend this meeting; he offered to report back to the BOS.

Essex National Heritage Commission Annual Meeting is April 30, 2014 at Gordon College. Mr. Whittaker offered to represent the BOS at the meeting and make opening comments

The Partnership Grant awarded to Wenham for \$2,500 will be used in part for the kiosk at the Rail Trail.

MINUTES - March 17, 2014 open / es; April 1, 2014; April 5, 2014; ES June 18, 2013

Vote: Mr. Whittaker moved, and it was seconded, to approve the open session minutes of March 17 2014. The motion carried by majority vote with Ms. Harrison abstaining citing she was not on the Board at that time.

Vote: Mr. Whittaker moved, and it was seconded, to approve and release the executive session minutes of March 17 2014. The motion carried by majority vote with Ms. Harrison abstaining citing she was not on the Board at that time.

The minutes of April 1, 2014 were held for review. No action was taken.

The minutes of April 5, 2014 were held for review. No action was taken.

The executive session minutes of June 18, 2013 were included in the packet for editing. No action was taken at this time.

Vote: Ms. Harrison moved to adjourn at 8:15 PM and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley

4.17.14