

TOWN OF WENHAM

Board of Selectmen
Meeting of Tuesday, August 19, 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 (BOS) was held on AUGUST 19, 2014 at 7 PM in the Selectmen Chambers.

WELCOME AND OVERVIEW OF THE AGENDA

With a quorum present, Chairman Wilhelm called the 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
The meeting was recorded with permission by HWCAM.

Public Information
Agenda

- Announcements
- Appointment Letters
- Hamilton Development Corporation – PowerPoint 6.18.14
- Gale Associates Athletic Campus Master Plan 4.16.14
- Financial Policy & Procedures
- Surplus bids
- BOS Retreat Progress Chart
- Minutes – July 14, 2014

PUBLIC INPUT
ANNOUNCEMENTS

- Appointment Openings: Cemetery Position; ADA Coordinator; Historic District Commission; Iron Rail Commission; MBTA Representative; Associate ZBA member. Letters of interest should be submitted to the Town Administrator's office.
- Wenham is currently under a mandatory water ban; hand watering only from 5 PM to 9 AM
- The BOS will host an informational meeting in October regarding the proposed Maple Woods Development by Harborlight Partners. This will be prior to the permitting process, if this project is approved by the state.
- Progress continues towards an affordable replacement for the Legion Pool at Patton Park. A joint board meeting with Hamilton will be forthcoming in October subject to the Joint Recreation Board presenting an affordable plan.
- *Vote: Mr. Whittaker moved, and it was seconded, to inform Neurofibromatosis Northeast they are free to access Wenham Roads on September 6, 2014 for their Annual Coast to the Cure Ride. The motion carried unanimously.*
- *Vote: Mr. Whittaker moved, to allow Wenham Museum to host its annual Craft Fair / Family Festival on Saturday, August 23, 2014 (or Sunday August 24, 2014). The motion carried unanimously.*
- The deadline to register to vote for the September 9, 2014 primary election is August 20, 2014.

NEW BUSINESS

Appointments - Affordable Housing Trust

*Vote: Ms. Harrison moved, and it was seconded, to appoint **Marty Cooke to the Wenham Affordable Housing Trust** for a two-year term through June 30, 2016. The motion carried unanimously.*

Mr. Whittaker thanked the board for the additional time to speak to the chair regarding this appointment.

Jennifer Forsey has submitted a letter of interest to serve on the Wenham Affordable Housing Trust.

Vote: Ms. Harrison moved, and it was seconded, to appoint Jennifer Forsey to the WHAT for a one-year term. Mr. Whittaker requested time to evaluate the candidate's information.

Ms. Harrison moved to withdraw the motion and it was unanimous to do so.

Hamilton Development Corporation

The Hamilton Corporation is a publicly chartered organization formed by the citizens of Hamilton to support planned economic development through the use of public and private sector funds to promote sustainable, long term growth and the economic health of the town and its citizens.

Present: Brian Stein, President; Board of Directors Bill Gisness & Rick Mitchell

Mr. Stein gave a brief summary regarding the wastewater treatment seminar saying this is early in the process to get the “idea” of a wastewater system out into the communities. Currently businesses in the area of downtown Hamilton (including 300 At Main, Wenham) cannot grow due to septic issues.

There are three areas included in the study: 1) Hamilton Downtown 2) Downtown including properties in Wenham i.e. Enon Village, Main Street 3) Downtown including South Hamilton Asbury Street area

A “Needs Assessment” is the next step to look at water usage, and disposal sites. This will require funding. The initial thought is to start small with modular systems that can be added on to in the future.

Hamilton continues to discuss options and funding details.

Rick Mitchell noted Hamilton and Wenham are “linked” and that it is important to have Wenham actively engaged. Wastewater is only one component. Other considerations are growth, what downtown could look like, and zoning to make a vibrant and active downtown including sidewalk, roadway, and improvements with bike paths.

(David Geikie arrived at 7:21 PM)

Ms. Harrison observed that she does not have enough information to have a dialog and is not sure Wenham community is even aware this is going on and suggested a separate meeting on this topic to get feedback from residents. Mr. Whittaker agreed Wenham should start thinking broader about being a destination especially being on the rail system if they participate and how to incorporate commercial advantage to the Town of Wenham. It was suggested this be a topic on a joint meeting agenda.

Fire Department -- Donation

Fire Chief Blanchard was present to acknowledge a generous donation from Dr. and Mrs. LeBlanc of a defibrillator for Town Hall.

Vote: Mr. Whittaker moved, and it was seconded, to accept the gift of a defibrillator. The motion carried unanimously.

Hamilton Wenham Recreation Department

Present; Sean Timmons, Director

A couple years ago, Gale Associates prepared a Master Plan for the Recreation Department. Part of this plan was a Facility Assessment. This included field usage. One option is to turn one of the fields into an artificial turf field, which can withstand five to six times more usage than grass field. A Turf Committee was formed to make a recommendation. It has been agreed the field at the High School is the best location.

Gale Associates prepared a proposal for the High School in four phases: 1) Review/Update the Facility Assessment 2) Community Outreach 3) Site Review with options/cost estimates 4) Final Design

The cost for the proposal is not to exceed \$8,000. The Hamilton BOS and Joint Recreation Board both unanimously support their portion of the funding at \$2,000 a piece.

The approximate cost of a turf field is \$850,000 average plus other expenses, not including lights.

The Board asked for continued updates.

Vote: Ms. Harrison moved, and it was seconded, to support the proposed athletic campus master plan, up to \$2,000 (Wenham’s share). The motion carried unanimously.

Financial Policies & Procedures - Review of Pages 1-18

Ms. Harrison offered some comments on the review of the first eighteen pages of the Financial Policies.

Angel Wills, Finance Director, was present.

- Page 4: Submittal of the Warrant For Signature - Recommend including in the policy, the practice that the warrant be signed by two Selectmen before the bills are paid

Approved 9.2.14

- Page 11: Budget Posting and Appropriation - The decision of how the budget is presented (department/line item) at Town Meeting is decided by the Town Moderator & Finance Committee. The Town Moderator does not have any authority on how the budget is presented. This will be reviewed for clarity and if the wording “Town Moderator” can be deleted.
- Page 12: Procedures - Questioned some of the seven items listed under actions of Town Meeting and to change last sentence of the narrative by removing the statement “all of these need to be approve at Town Meeting”.
 - 1- Town Meeting action
 - 2- FinCom/ BOS
 - 3- Town Meeting action
 - 4- Fin com/ BOS
 - 5- FinCom/ BOS
 - 6- Town Meeting action
 - 7- FinCom/ BOS
- The following will be added to Page 12: “Out side of the prescribed statutes that allows interdepartmental transfers allowed by Fin Com & BOS from May 1 through July 15, out side of that requires Town Meeting Approval.”
- Page 15: Full Set of Financials will be sent to the BOS and all departments
- Page 17: It is the Town policy to regard Free Cash as a non-recurring revenue source, which is available for appropriation for capital expenses or for one-time, non-recurring uses. Ms. Harrison stated that although she agrees with this concept, it is not the past practice of the Town and this appears to limit the town’s flexibility to use their resources. It was noted that this is non-binding and the Finance Committee Recommends to the Town how Free Cash should be used. It was noted that different wording in the policy would not change anything.
- Page 18: Free Cash Certification – List of distribution includes the BOS.

Vote: Ms. Harrison moved, and it was seconded, these revisions be prepared for review at the next meeting. The motion carried unanimously.

The Chairman requested these changes be redlined.

Award of Surplus Equipment – DPW

DPW Superintendent Bill Tyack was present.

The following items were declared surplus and placed for sale. The bids were open on August 8, 2014. The lot sold for a total of \$1100, which was returned to the General Fund.

- 1- *Vote: Ms. Harrison moved, and it was seconded, to accept the bid of \$600 from Lisa Sullivan for the 1997 Chevy Blazer. The motion carried unanimously.*
- 2- *Vote: Ms. Harrison moved, and it was seconded, to accept the bid of \$162 from Bob DeVenne for the Bunton Mower 42”. The motion carried unanimously.*
- 3- *Vote: Ms. Harrison moved, and it was seconded, to accept the bid of \$172 from Bob DeVenne for the Snapper Mower 48”. The motion carried unanimously.*
- 4- *Vote: Ms. Harrison moved, and it was seconded, to accept the bid of \$172 from Bob DeVenne for the Exmark Mower 48”. The motion carried unanimously.*

REPORTS

Town Administrator

Update on Retreat Action Items- Mr. Andrews provided the BOS with an updated chart of items discussed at the Selectmen’s Retreat. Ms. Harrison asked for an *Expected Completion Date* column and a column to check completed items. This will be added and reviewed at the next BOS meeting.

Approved 9.2.14

Police Department Accreditation Update - Police Chief Perkins and Captain Toby were present and reviewed the accreditation process, which is re-assessed every three years. Captain Toby was acknowledged for all this work, as was the staff. The Department was told "unofficially" that they passed. The official date of notification is October 2, 2014

Fire Chief Blanchard announced that the Wenham Fire Company sent out a mailing to the community looking for donations, which is used for such things as equipment that is not covered in the budget and matching grants for equipment. Last year funds were used to purchase a thermal imaging camera. The Fire Station is holding an open house on August 23, 2014.

Chairman Wilhelm recognized David Geikie who requested to address the Board.

Mr. Geikie asked to update the Board on the two lots on William Fairfield Drive saying that negotiations continue. This will be placed as an agenda item on a future meeting.

Chairman

Town Meeting Date Change: Mr. Wilhelm noted the Town Meeting date of April 4, 2014 is the day before Easter. The BOS discussed moving the date, noting it must be done in conjunction with the Town of Hamilton. The proposed change is moving the meeting to April 11, 2014, with an election on April 16, 2014. It was the consensus of the BOS for the Town Administrator to speak with Hamilton Town Manager regarding this matter.

Vote: Ms. Harrison moved, and it was seconded, to move the 2014 annual Town Meeting from April 4, 2014 to April 11, 2014 with an election date of April 16, 2015 subject to a similar change in dates by the Town of Hamilton. The motion carried unanimously.

MINUTES – July 14, 2014

*Vote: Mr. Whittaker moved to accept **July 14, 2014** as corrected and it was unanimous to do so.*

ADJOURNMENT

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

Respectfully submitted by

Catherine Tinsley
8.27.14