

APPROVED 3.31.2015

TOWN OF WENHAM

Board of Selectmen
Meeting of Tuesday February 11, 2015
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 FEBRUARY 11, 2015 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: Catherine Tinsley, Minutes Secretary

Public Information

The meeting was audio recorded with permission by HWCAM
Agenda
Announcements
Annual Town Meeting (ATM) Draft Warrant

ANNOUNCEMENTS

- Nomination papers for the town election (April 16, 2015) are available at the Town Clerk's office; papers must be turned in by February 26th and can be withdrawn until March 16, 2015
- The ATM is April 11, 2015
- The annual elections are April 16, 2015; residents can register to vote through March 20th
- The list of open seats on town boards/committees is posted on the Town's web site
- The Wenham Fire Department has an opening for an "on-call" firefighter
- The BOS will meeting March 3, 10, 17, 2015

Chairman's Announcements

- Mr. Wilhelm requested agenda items for the February 17th meeting be submitted to him for posting by Thursday, noting that Monday is a holiday and Town Hall will be closed.
- Mr. Wilhelm recognized the Town's Department of Public Works, Fire & Police for the exceptional work and efforts during the recent snowstorms.
- Mr. Wilhelm spoke on behalf of the Board sending condolences to the family of Albi Dodge, who passed away Sunday at 100 years old. Mr. Dodge had once served on the Board of Selectmen.

NEW BUSINESS

Town Administrator (TA) Search Update - Alan Gould, MRI was present and gave a brief update regarding the progress of the search for a new Town Administrator, noting that 46 applications have been received.

Mr. Gould went on to explain MRI's search process that includes:

- Reviewing the pool of candidates to determine those who will be sent essay questions specific for Wenham, based in part on input from the Town; MRI will rank the essay questions
- Telephone interviews would be conducted and preliminary background checks done
- MRI will meet with the Screening Committee one night the week of February 23, 2015 to select the top candidates for onsite interviews, March 7, 2015
- After the interviews, the Screening Committee together with MRI will come to a consensus and make a recommendation to the Board of Selectmen; the Selectmen make the final decision to hire

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Screening Committee - Mr. Whittaker reported that the Board received 10 Letters of Interest from residents wanting to serve on the Town Administrator Screening Committee. After a brief discussion, it was the consensus of the Selectmen that all ten candidates be appointed to the Screening Committee; Mr. Gould concurred.

Vote: Mr. Whittaker moved to appoint the following people to the (ad hoc) Screening Committee subject to their availability to attend the meetings and it was unanimous to do so.

- | | |
|--------------------|------------------|
| 1. Michelle Bailey | 6. Richard Jones |
| 2. Arthur Burt | 7. Judy LeBlanc |
| 3. Jessica Connors | 8. Mike Lucy |
| 4. Harriet Davis | 9. Trudy Reid |
| 5. Sarah Johnson | 10. Dacia Rubel |

Appointment Wenham Fire Fighter - Fire Chief Blanchard was present to recommend the appointment of John Joyce as a full time firefighter, saying Mr. Joyce has been on the fire department for 17 years and as a fully trained firefighter is an asset to the Fire Department. This is a 40-hour a week position.

Vote: Ms. Harrison moved, and it was seconded, to appoint John Joyce as full time firefighter to the Wenham Fire Department through June 30 2015. The motion carried unanimously

Due to the amount of snow, Chief Blanchard advised that residents check all venting sources in their homes to be sure they are not clogged by snow, and strongly recommended that carbon monoxide detectors be used in the home. He urged residents to call the Fire Department with questions or if they need assistance.

In closing, he thanked those residents who shoveled out the fire hydrants near their homes.

Animal Control Transition Plan - Police Chief Tom Perkins was present to talk about the resolution to the Animal Control Officer position. He reported that the Town has a Memorandum of Understanding (MOU) with Stephen Kavanagh who has agreed to attend the state mandated academy in March 2015; Mr. Kavanagh was present and confirmed his agreement with the MOU.

Vote: Mr. Whittaker moved, and it was seconded, to adopt the MOU between the Animal Control Officer, the Police Department, and the Town of Wenham as described. The motion carried unanimously.

Trash & Recycling Contracts- Bill Tyack, Department of Public Works Director was present to talk about the contract with Hiltz for trash and recycling pick up. He reviewed the history of this contract saying that Hiltz requested Hamilton / Wenham extend the original three year contract to a five year contract having invested in a customized truck that picks up both recycling and trash. Hamilton voted to extend the contract two years.

It was Mr. Tyack's recommendation to the board to extend the contract with Hiltz for two years. He reported Hiltz is great to work with, is very responsive, and serves the town well.

Vote: Ms. Harrison moved, and it was seconded, that the BOS exercise the option to continue for the remaining 2 years of the Hiltz Waste Disposal contract as proposed. The motion carried unanimously.

Mr. Tyack explained Hiltz takes solid waste to Wheelabrator for disposal. The five-year contract with Wheelabrator ends this June 30, 2015. Wenham currently pays a tipping fee of \$74 a ton. With more competition on the market, Wheelabrator is offering two options to the Town in a new contract. Option one is to take a sales incentive cash pay out of \$8,400 with a cost of \$63 per ton, or take no payout and pay \$60.60 a ton; tipping fees will increase each year 2.5 % over the five-year contract regardless of the option chosen. After calculating the costs for both scenarios, Mr. Tyack recommended the town contract with Wheelabrator for the lowest tipping fee starting at \$60.60 per ton, citing the town would save an estimated \$10,000 over the five years, which is slightly more than the payout.

Vote: Ms. Harrison moved, and it was seconded, to renew the contract with Wheelabrator, without the incentive, for base unit price of \$60.60 per ton, with a 2.5% increase each year of the five-year contract July 1, 2015 through June 30, 2020. The motion carried unanimously.

Assistant Electrical Inspector - Robert Brown, the Town's Electrical submitted a written request dated January 30, 2015 that the BOS appoint Robert J. Brown to an unpaid position of Assistant Electrical Inspector for the Town of Wenham, in the event he and the alternate Electrical Inspector are unavailable.

Mr. Whittaker observed Robert J. Brown was licensed and qualified, but asked for written confirmation that he meets the State requirements for Electrical Inspectors.

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Vote: Ms. Harrison moved, and it was seconded to appoint Robert J. Brown as Assistant Electrical Inspector through June 30, 2015, contingent on his meeting the State requirements for this position. The motion carried unanimously.

Discussion on Upgrading the Wenham Town Hall Phone System - At the last meeting, Mr. Wilhelm agreed to get the names of companies that analyze phone systems to obtain other bids to diagnose the problems experienced in town hall related to the phone system and provide a recommendation to improve the service. Mr. Wilhelm did not have any new information. It was agreed that he continue to pursue other bids if possible, but if after two weeks the town has no additional bids, to go forward with Ronco Communications, Woburn, MA. Ronco submitted a proposal and statement of work dated January 15, 2015 for \$9,500.

Ms. Wills recommended the cost of the service to upgrade the telephone system be on the Special Town Meeting Warrant to be paid out of the Accountant Expense (\$9,000) and a Reserve Fund transfer of \$500.

Vote: Mr. Whittaker moved, and it was seconded, to continue with good faith efforts to find another bid within the next two weeks, and if unable to do so, to award the contract to Ronco absent a favorable bid. The motion carried unanimously.

Proposal for Computer Infrastructure Evaluation - Mr. Wilhelm informed the other Selectmen that he has heard often from employees that the town lacks adequate support for Information Technology (IT). He reviewed that the current support person moved to Arizona years ago and is not able to provide the Town with the support it requires in a timely manner. He cited various complaints and reasons the town should seek an alternate support system and suggested the Selectmen go forward with an assessment of the Town's network at a cost of \$1,800. This would include upgrading the computers from XP, evaluating the system security, and equipment. The analysis would be done in time to adjust the FY 16 budget if necessary to upgrade the system and provide appropriate support.

Vote: Ms. Harrison moved, and it was seconded, to approve funding the expenditure of \$1,800 to Micro Support Group to provide and Initial Network assessment and report on all the town (department's) computer infrastructure. The motion carried unanimously.

Car Barn Sign - Ms. Harrison reported she spoke with the Historic District Commission about an acceptable place for informational, community signs as an alternate to the car barn lot, now the War Memorial. She went on to say that there are discussions to redesign the triangle of space between the Fire Station and the Post Office, including a new Kiosk, and it was suggested this could possibly be an alternate location to the Car Barn lot for public signs. The Selectmen observed this is not a highly visible location and limited in space, but without any other alternate locations, that Ms. Harrison continues discussions about possibility of using this location for signs.

Authorization to Exceed Snow and Ice Budget - Ms. Wills reviewed that due to the past few weeks of continuous snow, it is expected that the Highway Department would exceed the FY 15 appropriation for snow & ice and requested the BOS approve the letter dated February 4, 2015 from DPW Director Bill Tyack to "deficit spend" the Snow & Ice (FY15) budget. The Finance Committee unanimously approved the letter.

Vote: Ms. Harrison moved, and it was seconded, that the BOS, in accordance with M.G.L., Chapter 44, Sec. 31D, authorize the town to exceed the FY 15 appropriation in the Snow & Ice expense budget. The motion carried unanimously.

Annual Town Meeting (ATM) 2015 - The Selectmen reviewed the ATM draft articles for the warrant as proposed by the Town Moderator/ Town Counsel dated February 9, 2015 and voted as follows to place articles on the ATM warrant or held for additional discussion/ information.

ARTICLE 1: Budget appropriations

Mr. Wilhelm moved to place Article 1 on the warrant and it was unanimous to do so.

ARTICLE 2: Use of Free Cash to level the tax rate

Ms. Harrison moved to place Article 2 on the warrant and it was unanimous to do so.

ARTICLE 3: Use of other funds (Available Funds) to level the tax rate - HELD

ARTICLE 3A: Use of other funds (Education Stabilization Fund) to level the tax rate

Mr. Wilhelm moved to place Article 3A on the warrant and it was unanimous to do so.

ARTICLE 3B: Use of other funds (Excess Bond Proceeds) - Edited: Delete parenthetical "to level the tax rate"

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Mr. Wilhelm moved to place Article 3B on the warrant and it was unanimous to do so.

ARTICLE 3C: Capital Expenditures from Stabilization and/or New Borrowing – HELD

ARTICLE 4: Cemetery and Other Trust Funds

Ms. Harrison moved to place Article 4 on the warrant and it was unanimous to do so.

ARTICLE 5: Cemetery Maintenance Fund Transfer - BOS requested balance of this account - HELD

ARTICLE 6: OPEB Fund Appropriation

Mr. Whittaker moved to place Article 6 on the warrant and it was unanimous to do so.

ARTICLE 7: Road Work – Chapter 90 Funding

Ms. Harrison moved to place Article 7 on the warrant and it was unanimous to do so.

ARTICLE 8: H-W Building Maintenance Revolving Fund - The BOS requested the DPW Director speak to his recommendation to remove the Building Maintenance Program from this fund. HELD

ARTICLE 9: CPA Appropriations - HELD

ARTICLE 10: To see if the town will vote to amend the zoning by-law - HELD

ARTICLE 11: Bylaw Amendment: Adoption of Consolidated Department of Municipal Finance

Mr. Whittaker moved to place Article 11 on the warrant and it was unanimous to do so.

ARTICLE 12: Bylaw Amendment: Legal Affairs BOS -The BOS requested Mr. Weaver speak to this article - HELD

ARTICLE 13: Bylaw Amendment: Finance & Advisory Committee

Mr. Wilhelm moved to place Article 13 on the warrant and it was unanimous to do so.

ARTICLE 14: Bylaw Amendment: Renumbering Bylaws adopted after May 4, 1996

Mr. Whittaker moved to place Article 14 on the warrant and it was unanimous to do so.

ARTICLE 15: Bylaw Amendment: Winter Parking Ban - The BOS requested additional information - HELD

ARTICLE 16: Bylaw Amendment: Solicitors – The BOS requested additional information - HELD

ARTICLE 17: Bylaw Amendment: Non-resident Fingerprint Processing Fees

Ms. Harrison moved to place Article 17 on the warrant and it was unanimous to do so.

ARTICLE 18: Conversion of Cemetery Commission to an Appointed Town Board - HELD

ARTICLE 19: Conversion of Tree Warden to an Appointed Town Office - HELD

ARTICLE 20: Election of Town Officers

Ms. Harrison moved to place Article 20 on the warrant and it was unanimous to do so.

Mr. Wilhelm noted that a Special Town Meeting (STM) is being held within the ATM. The warrant for the STM was held for more information from Mr. Weaver.

MINUTES – January 20, 2015

The minutes were held for review; no action was taken

ADJOURNMENT

Mr. Whittaker moved to adjourn at 8:45 pm and it was unanimous to do so.

Respectfully submitted by

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Catherine Tinsley
2.16.15