

Board of Selectmen  
Meeting of June 16, 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 TUESDAY, June 16, 2015 at 6:30 PM in the Selectmen Chambers.

**Public Hearing - 6:30 PM**

To consider the petition submitted by National Grid (NG) on March 4, 2015, to have poles installed at the following locations: Pole 192 Cherry Street

Pole 197 Cherry Street

Pole 289 Main Street

Pole 588 Larch Row

Selectmen present Catherine Harrison, Chair; Jack Wilhelm, Vice Chair John Clemenzi, Clerk  
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Minutes Secretary

*Ms. Harrison moved at 6:33 PM to open the public hearing with NG to review their request to install utility poles at several locations in accordance with the plans submitted March 4, 2015 and it was unanimous to do so.*

Prasand Nair was present for Nation Grid to answer questions. Prasand Nair confirmed no trees would be removed; only the guide wires attached to the trees that would be relocated to the stabilized poles.

The hearing was open for public comments/ questions. There were none.

*VOTE: Mr. Clemenzi moved at 6:37 PM to close the public hearing with NG in which the Town reviewed their request to install utility poles at several locations in accordance with the plans submitted and it was unanimous to do so.*

*VOTE: Ms. Harrison moved to approve Nation Grid's petition to have utility poles installed substantially in accordance with the plans submitted to the town at the following locations Cherry Street Pole # 192 & 197; Main Street Pole # 289; Larch Row, Pole # 588. The motion carried unanimously.*

*A recess was called until 7 PM.*

**WELCOME AND OVERVIEW OF THE AGENDA**

With a quorum present, Ms. Harrison called the Board of Selectmen (BOS) meeting to order 7:34 PM.  
Selectmen present Catherine Harrison, Chair; Jack Wilhelm, Vice Chair John Clemenzi, Clerk

Also Present: Also Present: Peter Lombardi, Town Administrator; Counsel Attorney Mark Bobrowski;  
Paul Weaver, Town Counsel; Catherine Tinsley, Minutes Secretary

Public information:

The meeting was recorded with permission by HWCAM

Agenda

One Day Liquor License Request – Art Grows Here

Appointments

Useful Life Statements for Departmental Equipment

Departmental Transfer Requests

Town Administrator Report

**PUBLIC INPUT**

Mr. Clemenzi reported as the interim Veteran's Service Officers, that the interview process has started to fill the Veteran's Agent position for the North Shore.

APPROVED – 8.18.2015

Mr. Clemenzi announced two scouts, Theodore (Teddy) Libelo and Jonathan Gauthier, because Wenham's 96<sup>th</sup> and 97<sup>th</sup> eagle Scouts on June 6, 2015 at the First Church in Wenham.

Jim Reynolds, Council on Aging (COA) Director, announced the COA annual yard sale is Saturday, June 20, 2015. Anyone interested in donating or volunteering should call the COA.

#### **ANNOUNCEMENTS**

The BOS acknowledged a letter from Jeff O'Brien from the Wenham Fire Department dated April 30, 2015 stating his intention to resign from the WFD as of June 1, 2015 due to health reasons.

Fire Chief Blanchard was present to recognize Lt. O'Brien saying he was a local responder who served on the department for 25 years and will be missed.

Ms. Harrison announced that Roger Kuebel resigned from the School Committee (SC), leaving a vacancy mid term. According to the regional agreement the School Committee with the BOS of the town the person resided is responsible for appointing a new member. The appointment will be through the 2016 annual elections in April.

Letters of interested should be submitted by July 8, 2015 to the Superintendent's office.

A joint meeting of the BOS/ SC will be scheduled.

The Water Ban has been relaxed to allow sprinklers between 5 pm and 9 am, effective June 8, 2015.

Mayflower Drive will be temporarily barracked June 27, 2015 for a neighborhood block party. The Police have reviewed and approved the request.

#### **NEW BUSINESS**

Donation made to the War Memorial Committee - The BOS acknowledged a letter date May 4, 2015 from the War Memorial Committee informing them that the Lt. Norman Prince Post 182, American Legion Wenham made a donation of \$10,000 to the Veteran's Memorial Committee. This will be used to complete the landscaping of the Veteran's Memorial Park. The Post was recognized for their generous donation.

*VOTE: Mr. Clemenzi moved and it was seconded, to accept the \$10,000 donation made the Veteran's Memorial Committee by the Lt. Norman Price Post 182. The motion carried unanimously.*

One Day Liquor License Request – Art Grows Here (AGH) “ Kick off Party July 17, 2015

Art Grows Here is a local event that runs July 17<sup>th</sup> – July 26<sup>th</sup> as a self guided tour of local artist exhibitions. The artwork / performances are mostly displayed in private yards/or businesses/town properties that have agreed to host a piece of artwork.

Jane Bowers, co- coordinator for AGH and Curator of the Wenham Museum was present to speak to the application for a one-day liquor license for July 17, 2015 for the AGH “kick off party” to be held at the Wenham Museum.

All required information and forms has been submitted. AGH

*VOTE: Ms. Harrison moved the BOS approve a one-day liquor license for Jane Bowers for the Art Grows Here Kick off Party on July 17, 2015 at the Wenham Museum from 5 pm to 11 pm. The motion carried unanimously.*

Town Employee Vacation Carryover to FY 2016 – Requests

Mr. Clemenzi reviewed that according to town policy, employees must use their personal time no later than June 30<sup>th</sup>, unless allowed by a vote of the BOS to be carried over into the next FY; approved time must be used by September 1, 2015.

The Town Administrator informed the BOS that the following employees have requested to carry over FY15 vacation time into FY16, noting all intend to use this time during the summer:

Emily Cademartori – Planning Coordinator- 5 days / 32.5 hours

Bill Tyack - DPW Director - 7 Days / 56 hours

Robert Blanchard – Fire Chief - 5 Days / 40 hours

Jeff Baxter – Fire Prevention Officer – 5 Days / 40 hours

Mr. Clemenzi noted his concern with the number of requests and questioned the reasoning. It was noted that heavy scheduling and weather accounted for the circumstances.

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*VOTE: Mr. Clemenzi moved the BOS approve the Town Employee Vacation Carry-over requests from FY 2015 to FY 2016 as detailed in the attached list as reviewed by the BOS for Emily Cademartori; Bill Tyack; Robert Blanchard; Jeff Baxter. The motion carried unanimously.*

Appointments – Town Officials, Boards & Committees

It was noted that those up for appointment have expressed an interest to be re-appointed and in some cases, include written support from the boards / committees.

- *VOTE: Ms. Harrison moved to appoint **Jim Reynolds as the Wenham ADA Coordinator** for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*
- *VOTE: Ms. Harrison moved to reappoint **Bruce Blanchard, Peter Hersee, Bill Tyack, Stephen Kavanagh, John Perkins, Tom Tanous, Dean Pedersen to the Veteran's Memorial Committee** for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*
- *Ms. Harrison moved to re-appoint **Leo Maestranzi as a member of the Conservation Commission** for a three-year term beginning on July 1, 2015 and ending on June 30, 2018. The motion carried unanimously.*
- *VOTE: Ms. Harrison moved to appoint **Fire Chief Robert Blanchard, as Director and Police Chief Thomas Perkins, As Deputy Director to the Emergency Management Committee** for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*
- *VOTE: Ms. Harrison moved to appoint **Barbara Locke, and Don Bannon as members of the Wenham Historic District Commission** for a three-year term beginning on July 1, 2015 and ending on June 30, 2018. The motion carried unanimously.*
- *VOTE: Ms. Harrison moved to appoint **Gay Roland as the Lumbar, Surveyor & Measurer of Wood & Bark** for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*
- *VOTE: Ms. Harrison moved to appoint **Paul Mendonca as the MBTA Representative** for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*

Mr. Mendonca will be invited to update the BOS regarding the MBTA at a future meeting.

*There was a discussion if the BOS can appoint themselves to a board or committee such as Fence Viewers; this appointment was held for further review by the Town Administrator.*

*Regarding the appointment to the Building Committee, Mr. Wilhelm reviewed he was assured last year that 2015 was the last year the Committee would be serving the town. He went on to express his reservations on the appointments saying the committee does not meet regularly and the purpose for which they were formed (town hall / police station) was completed in 2008 and based on the fact there was very little work to be completed*

*The Building committee recently met to authorize final landscaping.*

*Mr. Lombardi responded that he spoke with the Chair and did a site walk of the properties with the landscape architect regarding the final plans. Because of staffing and the water ban, some plantings are being deferred to the fall. The Committee will need to meet to authorize some final uses of the funds.*

*After a lengthy discussion, the Selectmen agreed to shorten the term through to September 30, 2015.*

- *VOTE: Ms. Harrison moved to appoint **Peter Lombardi, John Darling, Don Bannon, Judy Leblanc, William Nichols, Harriet Davis, Tom Perkins, James Howard to the Building Committee** for a term beginning on July 1, 2015 and ending on September 30, 2015. The motion carried unanimously.*

*Mr. Lombardi will look into a Selectmen being appointed as a voting member on the Building Committee.*

Chief Blanchard was present to recommend the appointment of three provisional firefighters to the Wenham Fire Department.

- *VOTE: Ms. Harrison moved to appoint Anthony Serena, Anthony Della Croce, Christopher Conti as Wenham Provisional Firefighters for a one year term effective immediately, June 16, 2015 through June 30, 2016. The motion carried unanimously.*
- *VOTE: Ms. Harrison moved to appoint the Wenham Fire Department for a one-year term beginning on July 1, 2015 and ending on June 30, 2016 from the attached list as read. The motion carried unanimously.*

Stephen Kavanagh, Deputy Chief

Jeffrey Baxter, Captain & Fire Prevention Officer

Daniel Sullivan, Captain

Thomas Curran, Lieutenant; Thomas Raymond, Lieutenant; Gary Blaney, Lieutenant

Michael Binns, Senior Firefighter; Christopher Jones Senior Firefighter

Joseph Cloutier, Firefighter; Richard Bertone, Firefighter; Mark Gates, Firefighter; John Joyce, Firefighter

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Kevin MacDonald, Firefighter; Sean McCarthy, Firefighter; Leonard Tuneburg, Firefighter;  
William Wildes, Firefighter; Benjamin Blanchette, Firefighter; Michael Allain, Firefighter; David Marsh,  
Firefighter  
Rev Michael Duda, Chaplain

#### Library Wage Policy

Jan Dempsey, Library Director, was present for this discussion of the Library wage policy. Ms. Dempsey gave a brief history of the library starting with the establishment of the first and only regional library in the Commonwealth of Massachusetts in 2001. She reviewed a study of the library staff salaries was been completed by both towns and the wage matrix was adopted by both the Hamilton Finance Committee and the Wenham Finance Committee.

The compensation schedule institutes a wage and (8) step program. Each employee's job description And title corresponds to a step. There is some flexibility for new employees to be placed one full grade below an existing employee based on years of service. This policy is for FY2015 and is retroactive as approved at town meeting. FY 16 increase will be a reserve fund transfer of \$4,200.00.

There was a discussion that a 2 percent COLA adjustment is incorporated into future year tables as would be done in a collective bargaining agreement. The BOS responded that a 2 percent COLA was approved for town employees that don't get step increase, and noted concern that step increases combined with a cola increase for Library employees is twice what other town employees receive; one time market increases should not be part of an annual increase. This discussion will continue in the FY17 Budget.

The FY 16 budgets were approved with the anticipated increase in library salaries.

The Wenham BOS requested that Hamilton submit a written response regarding the wage schedule/matrix of their acceptance of the policy.

*VOTE: Ms. Harrison moved, and it was seconded, to approve the policy for library wages as presented in a document by the Town Administrator, Peter Lombardi dated June 15, 2015, with provision someone with authority in Hamilton, communicates with the Town of Wenham in writing agreeing with the Policy and Wage Classification Study and funding (for the library). The motion carried unanimously.*

Mr. Lombardi will communicate with Hamilton's Town Manager.

#### Useful Life Statements for Departmental Equipment approved at the Annual Town Meeting

Mr. Wilhelm noted this is procedural process for bonding.

*VOTE: Mr. Wilhelm moved, and it was seconded, to accept that the maximum useful life of the departmental equipment described below to be financed with the proceeds of the \$405,000 borrowing authorized by the vote of the Town passed on April 11, 2015 (Article 12) is hereby determined pursuant to G.L. c. 44, § 7 (9) to be as follows: "The Purchase of a new Fire Truck with a borrowing amount of \$405,000 and a maximum useful life of 25 years." The motion carried unanimously.*

*VOTE: Mr. Wilhelm moved, and it was seconded, to accept that the maximum useful life of the departmental equipment described below to be financed with the proceeds of the \$201,738 borrowing authorized by the vote of the Town passed on April 11, 2015 (Article 11) is hereby determined pursuant to G.L. c. 44, § 7 (9) to be as follows: "The Purchase of Financial Software with a borrowing amount of \$90,038 and a maximum useful life of 10 years." The motion carried unanimously.*

*VOTE: Mr. Wilhelm moved, and it was seconded, to accept that the maximum useful life of the departmental equipment described below to be financed with the proceeds of the \$201,738 borrowing authorized by the vote of the Town passed on April 11, 2015 (Article 11) is hereby determined pursuant to G.L. c. 44, § 7 (9) to be as follows: "The Purchase of two (2) new Dump Trucks with plows & sanders with a maximum borrowing amount of \$97,000 and a maximum life of 10 years". The motion carried unanimously.*

#### DY 2015 Departmental Transfers

Ms. Harrison explained the "End of Year Departmental Transfers" are to be approved by both the Finance Committee and the BOS. Ms. Harrison noted the Finance Committee has not met yet to review these transfers.

Angel Wills was present to summarize the transfer requests totaling \$ 101,825.

Ms. Wills noted of importance this covers the snow and ice deficit, Legal Expenses, the library salary increases and will start the fiscal year with full fuel tanks at the Department of Public Works.

APPROVED – 8.18.2015

These were considered routine transfers and no additional transfers are anticipated; The Reserve Fund was not used to cover end of year transfers and is available if needed. The balance of the Reserve Fund is currently \$28,000.

*VOTE: Ms. Harrison moved, and it was seconded, to approve the transfer of appropriations totaling \$101,825.84 of year-end appropriation transfers as described on the document submitted by the Finance Director. The motion carried unanimously.*

The Water Superintendent submitted a request for a departmental transfer from capital to expense account \$7,635 to cover a short fall in the expense line due to additional equipment purchased and costs associated with the well development.

*VOTE: Ms. Harrison moved, and it was seconded, to grant the request for the Water Department transfer of \$7,635 from capital operating to the expense account. The motion carried unanimously.*

The Board was asked to approve a departmental transfer of \$3,000 from Police salaries to Park Salaries to cover the lifeguards for the 2 weeks in June the beach will be open that was not budgeted.

*VOTE: Ms. Harrison moved, and it was seconded, to transfer \$3,000 from Police Salary to Park Salary for funding lifeguards. The motion carried unanimously.*

#### SoftRight LLC – Software and Service Agreement – New Municipal Software

Ms. Wills gave a brief overview saying she sought a new software program to help with shortfalls with the current software for reporting, stream lining process and tying up internal controls. After several meetings SoftRight provided a proposal at the end of October 2014 that was reviewed and supported by the Finance Department staff.

The proposal was presented to the BOS and the Finance Committee and did not receive any opposition through February 2015 and was supported. The borrowing for the software was approved at Town Meeting

Ms. Wills went on to talk about the benefits of the new software compared to the current Vadar software system such as unlimited user licenses and a decrease of \$8,000 in annual user fees with unlimited user licenses which allows more use by boards/ committees to see up –to-date changes.

Saves the process of using excel and has a built in Treasurer Cash book that ties to the system and eliminates duplicate processes of submitting revenue receipts. This is on the Cloud and no additional storage equipment is needed, and is more secure with better back up and security.

Mr. Clemenzi noted his concern with the program, and talked in detail with Ms. Wills, comparing Vadar, Munis, and Soft Right and if this was researched enough to make the change.

Mr. Lombardi opined that he was familiar with both software programs and supported the Finance Director's choice to use Soft Right, which is geared for smaller to medium size municipalities as a less costly option to Munis. He added that after speaking to a number of municipalities, there was overwhelmingly positive support for the product, service, and conversion process.

Mr. Wilhelm agreed an integrated system is less cumbersome and supported the Finance Director make the choice as the one that has to work with it every day.

Ms. Harrison also noted her awareness of the inadequacies of the Vadar system, noting other FD have complained about Vadar saying it is not the best system for Wenham.

She added that Ms. Wills has made improvements in the department that have saved the town considerable money and she is thoughtful in her research, and the Finance Committee and the Town Administrator both support the Soft Right software as the best choice for Wenham.

Mr. Lombardi confirmed his recommendation to switch to Soft Right and it will provide time and cost savings for the town.

Town Counsel reviewed the service agreement. Mr. Wilhelm cautioned that service agreements are notoriously difficult to enforce, but did not recommend doing anything different.

*Ms. Harrison moved the BOS approve the Software and Service Agreement put forth by SoftRight LLC; and further authorize Catherine Harrison as Chairman of the BOS to execute the agreement on behalf of the Board. The motion carried unanimously.*

#### **OLD BUSINESS REPORTS**

BOS 6.16.15

APPROVED – 8.18.2015

TOWN ADMINISTRATOR- Mr. Lombardi noted his report would be posted on the town's web site. He thanked everyone for the great welcome to Wenham and he continues to meet with employees and is getting up to speed.

He informed the Board that the Finance Assistant / payroll clerk has given her notice to finish school; the position has been posted and it is expected to be filled the end of July.

IT upgrades will start with one server in town hall and one server in the Police Station and an upgrade to the AC unit for the server room. The upgrade is windows 13.

The Town has joined a couple collaborative municipal organizations to save on various purchasing costs, including one that will help with the purchase of the Fire Truck.

A new contract with Lyons Ambulance is anticipated. It is proposed to be a zero cost contract.

LED Street light conversion will begin this fall; conversions to LED lights on Town property have begun.

CHAIR – A BOS meeting is scheduled for June 23, 2015. The Chair will send out potential dates for the BOS retreat.

**MINUTES** – The minutes were held for review and deferred to the next meeting.

**EXECUTIVE SESSION** – Angel Wills, Finance Director Contract

It was the consensus of the Board to post pone the executive session to the next meeting.

*Vote: Ms. Harrison moved to defer the executive session to the next meeting currently scheduled for June 23, 2015 and it was unanimous to do so.*

*Vote: Mr. Wilhelm moved to adjourn at 9:20 pm and it was unanimous to do so.*

Respectfully submitted by

Catherine Tinsley  
7.10.15