

TOWN OF WENHAM

Board of Selectmen
Meeting of August 18, 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, August 18, 2015 at 7PM in the Selectmen Chambers.

WELCOME: CALL TO ORDER

With a quorum present, Ms. Harrison called the Board of Selectmen (BOS) meeting to order 7:02 PM. Selectmen present Catherine Harrison, Chair; Jack Wilhelm, Vice Chair; John Clemenzi, Clerk Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

Recorded with permission by HWCAM *(7:22 PM)

Agenda

Announcements

Appointments

Liquor License Transfer

Financial Policy II

Budget Schedule FY 17

Minutes - June 16, 2015; June 23, 2015 open/es; July 27, 2015 (retreat); August 5, 2015 open/es

PUBLIC INPUT: ON ITMES NOT ON THE AGENDA

There were none.

ANNOUNCEMENTS

- Appointment Openings were announced: Conservation Commission; Historic District Commission (HDC); Iron Rail Commission; Affordable Housing Trust (AHT); HW Cultural Council; HW School Committee; Zoning Board of Appeals (ZBA)
- School Committee Vacancy – The Hamilton Wenham Regional School Committee and the Wenham BOS seek a Wenham resident to fill a (Wenham) vacancy through the next annual election in April 2016. The dead line to submit letters of interest was extended to September 23, 2015.

REPORTS

Town Administrator (TA)

Mr. Lombardi announced the following:

- There is an Ice Cream Social at COA August 19, 2015
- The Fire Department will have an open house during Wenham Days on August 22, 2015
- A new full time position was posted for a Permitting Coordinator/Special Projects. The deadline to submit applications is September 4, 2015.
- Interviews for the DPW Administrative Assistant have been completed.
- The person hired for the Payroll Clerk has given notice that she would not be accepting the job; the position was re-advertised with resumes due august 21, 2015.
- A preconstruction meeting was held regarding the retrofitting of street lamps with LED lighting. The

- project is anticipated to start in late September/ October and take about three weeks to complete.
- The Hamilton Wenham Chronicle is featuring a town department profile each month, starting this month with the Town Administrator.

Chair - Ms. Harrison reported the Chair of the Selectmen traditionally serves on the Wenham AHT. As Chair of the BOS, Selectman Wilhelm previously served on the AHT during the past year and has submitted his letter of resignation so Ms. Harrison as Chair can be the Selectman representative. *VOTE: Mr. Clemenzi moved and it was seconded to accept Jack Wilhelm's resignation from the AHT, effective immediate. The motion carried unanimously.*

Selectmen- Karen Tyler was introduced as the newly hired Director of Veteran's Services for the Eastern Essex District. Ms. Tyler served in the United States Army as a mental health specialist and holds a Master's Degree in Public Administration and a Graduate Certificate in Human Resource Management. The Hamilton Legion Post 194 is sponsoring a Veteran's Fair on September 13, 2015.

NEW BUSINESS

Audit Committee Charge

Mr. Wilhelm reviewed that the Audit Committee has two fundamental responsibilities: to select an audit firm to complete the municipal annual audit and review the final audit report and make recommendations to the BOS based on the report. Although the Audit Committee has been active for some time, the Town does not have a formal scope and mission for this committee on file and the Town Administrator proposed the following:

"The Audit Committee shall be comprised of three voting members: the BOS's chair for his/her designee, the Finance Committee's chair or his/her designee, and a member of the community with a background in financial affairs. The Town Administrator and Finance Director/Town Accountant shall be an ex officio member of this committee. All members shall have one- year term to coincide with the fiscal year. The Audit Committee shall make recommendations to the BOS on the selection of and scope of services for and in dependence auditor. The Audit Committee shall review the audit plan with the independent auditors, shall make recommendations for areas of operations where expanded scope audits or reviews maybe appropriate, and, upon completion of the audit, meet with independent auditors to discuss results of the audit and the annual financial reports. The Audit Committee shall transmit a copy of the completed annual audit and report to the BOS by the end of the calendar year with in which the fiscal year covered by the audit occurs."

VOTE: Mr. Wilhelm moved, and it was seconded to adopt the Audit Committee's charge, including member composition and their duties and responsibilities, as outlined in the Town Administrator's memo dated August 3, 2015. The motion carried unanimously.

Appointments – Town Officials Board Committees

Ms. Harrison commented that town board/committee appointments are one of the most important responsibilities of the BOS. She went on to say that although this process has been ongoing, it is the goal to complete all appointments before June 30th. Ms. Harrison observed that some appointments are more routine while others are more complex, such as the appointment to the ZBA which has had many difficult decisions before them recently and some decisions are still litigation and cannot be discussed publicly, therefore adding to public perception that the board is somehow trying to manipulate the appeal process.

*It was at this time HW Cam began recording the meeting. (7:22 pm)

Ms. Harrison asked for the public to trust BOS, that they are not in any way trying to him manipulate the ZBA decisions and asked the residents to have patience with the municipal government process, and to be civil and courteous to achieve the best outcome for the Town.

The following appointments were presented for action:

Zoning Board of Appeals (ZBA)– *Mr. Clemenzi moved to appoint Anthony Feeherry to the ZBA for a three-year term beginning on July 1, 2015 and ending on June 30, 2018. Ms. Harrison noted her questions concerning this appointment indicated at the previous meeting were answered sufficiently. The motion carried unanimously.*

Wenham Affordable Housing Trust (WAHT)

1. *Mr. Clemenzi moved, and it was seconded, to appoint **Jamie White** to the WAHT for a two-year term beginning on July 1, 2015 and ending on June 30, 2017. The motion carried unanimously.*
2. *Mr. Clemenzi moved, and it was seconded, to appoint **Catherine Harrison** to the WAHT for a two-year term beginning on July 1, 2015 and ending on June 30, 2017. The motion carried unanimously.*

Fence Viewers – *Mr. Clemenzi moved, and it was seconded, to appoint **Charlie Brett** as a Fence Viewer for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. Mr. Lombardi briefly explained many communities have the building inspector serving as a fence viewer. The motion carried unanimously.*

Audit Committee - The community member will be confirmed before audit begins in September.

1. *Ms. Harrison moved, and it was seconded, to appoint **Jack Wilhelm** as the BOS Chair Designee to the Audit Committee for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*
2. *Mr. Clemenzi moved, and it was seconded, to appoint **Mike Lucy** as Chair of the Finance Committee to the Audit Committee for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*

Historic District Commission- *Mr. Clemenzi moved, and it was seconded, to appoint **Dana Bagnell** to the Wenham Historic District Commission for a three-year term beginning on July 1, 2015 and ending on June 30, 2017. The motion carried unanimously*

Reason To Ride - Bike ride to support cancer research Sunday, September 13, 2015

VOTE: Mr. Clemenzi moved and it was seconded to approve grant permission to a Reason to Ride– bike race to utilize Wenham roadways for the purpose of a fundraiser for cancer research on Sunday, September 13, 2015. The motion carried unanimously.

Wenham Tea House Liquor License Transfer

Ms. Harrison stated that she had a possible conflict of interest as a board member of the Wenham Village Improvement Society, which owns the Tea House and left the table and did not participate in the discussion for this agenda item.

Attorney Thomas Fallon was present for the applicant. Also present was Chris Keohane, and Peter Capalbo for Fresh Food and John Keohane.

The request before the Board, for consideration, was to approve the transfer of the liquor license between Wenham Village improvement Society and John Keohane, to Fresh food, LLC, for the premises at 4 Monument St. Wenham, MA.

VOTE: Mr. Wilhelm moved, and it was seconded, the BOS approve this first step of the transfer of the liquor license from John Keohane former owner of Henry fine foods to fresh food LLC. The motion carried unanimously.

It was noted that once approved by the ABCC and the Department of Revenue, the BOS would make their final decision to approve or deny the transfer. Ms. Harrison returned to the table.

APPROVED 9.1.2015

FY 16 Goals from Selectmen meeting

Ms. Harrison suggested the BOS goals identified during the BOS retreat seem very ambitious and suggested the FY 2016 goals be prioritized before the Selectmen adopt them.

Mr. Wilhelm encouraged Mr. Lombardi to start planning the Annual Town Report, i.e. a particular theme, photos, and the cover.

VOTE: Ms. Harrison move to table the discussion on adopting the FY 16 goals to the next meeting on September 1, 2015. The motion carried unanimously.

FY 17 Budget Schedule – Review and Discussion

The Town Administrator and Finance Director put the proposed draft schedule together from last years' schedule, with some minor modifications; this was approved by the Finance Committee.

Ms. Harrison referenced a joint meeting in November with Hamilton & Wenham Finance Committees and

the School Committee and discussed with policy setting's committee purpose of the BOS and that this meeting takes place the BOS should be updated at a following BOS meeting.

The Selectmen agreed that the departmental budget outline presentations by the department heads be to the BOS. Mr. Wilhelm clarified the process for the department heads to present to the BOS first is for the BOS to make recommendations on the proposed budgets to the Finance Committee (FinCom), who then deliberates on the (entire) budget to make a recommendation to the Town Meeting.

Regarding the September meeting for the Town Administrator & Finance Director to present a long-range budget forecast, Mr. Wilhelm suggested the presentation be made to the BOS to decide whether to recommend the plan (as presented) to the FinCom, explaining the FinCom is only responsible to present a budget to the Town Meeting and would not be apart of this discussion at the introductory. The BOS should discuss the proposed budget with the FinCom only after making their final recommendation. The Finance Committee will be invited as guests to the BOS meetings regarding the budget.

Bond Issuance

Mr. Lombardi summarized his memo to the BOS dated August 13, 2015 regarding the funding of capital investments (fire truck, two highway department trucks, and financial software) approved at the 2015 Annual Town Meeting (articles 11 & 12). He went on to say that the town's financial advisors First Southwest compared various loan strategies and based on the overall net savings, estimated at \$184,090, is recommending a 5-year Serial Loan Note in the amount of \$592,000.

Mr. Lombardi observed this approach would however impact the operating budget starting in FY17, increasing the debt service payment from \$10,694 to \$151,735 and went on to further cite the details of how this impacts the budget.

Mr. Wilhelm observed that although this scenario saves money, it does not spread the tax burden out to those who many move into the town after the 5-year Serial Loan Note is paid but the asset is still being used by the town.

Ms. Harrison noted her concern that although Free Cash is anticipated to be more than expected and can be applied for a one-time payment, i.e. level the tax rate, that the BOS is committing this (anticipated) money before all the budgeting challenges have been identified.

Mr. Wilhelm added that Free Cash could be used to level the tax rate and specific budgeted items do not need to be singled out. He opined that Free Cash balance has historically been \$500,000-\$800,000 and should not be less than \$300,000.

VOTE: Mr. Wilhelm moved, and it was seconded, to move forward with the 5-year state house note as recommended by the Town Administrator and the Finance Director pending final approval of the sale of the loan note.

Other Matters, as may not have been reasonably anticipated by the Chair (Discussion only)

There were none

OLD BUSINESS

Financial Policies – Part II

The BOS discussed the Financial Policy “Part II”.

It was noted that the policies might change with new software i.e. spread sheet use.

The revisions of part II and the third section of the Financial Policies will be reviewed at the next meeting.

VOTE: Mr. Wilhelm moved and it was seconded to approve and accept part II of the Wenham Financial Policies & Procedures as amended, with the exception of the policies concerning free cash and financial reserves and Section part III. The motion carried unanimously.

Community Compact Application

VOTE: Ms. Harrison moved, to table the discussion on the Community Compact Application until the next meeting and it was unanimous to do so.

MINUTES TO BE APPROVED - June 16, 2015; June 23, 2015 open/es; July 27, 2015 (retreat); August 5, 2015 open/es

*Ms. Harrison moved, and it was seconded, to approve the meeting minutes of **June 16, 2015** and it was unanimous to do so.*

*Mr. Clemenzi moved, and it was seconded, to approve the open meeting minutes of **June 23, 2015**. The motion carried by majority vote with Mr. Willem abstaining, citing his absence.*

*Ms. Harrison moved, and it was seconded, to approve and release the **es minutes of June 23, 2015**. The motion carried by majority vote with Mr. Willem abstaining, citing his absence.*

*Ms. Harrison moved, and it was seconded to approve the retreat minutes of **July 27, 2015**. The motion carried unanimously.*

*Ms. Harrison moved to approve, and it was seconded, to approve the open meeting minutes of **August 5, 2015**. The motion carried unanimously.*

The es minutes of August 5, 2015 were held for review. No action was taken.

ADJOURNMENT

Mr. Wilhelm moved to adjourn at 8:28 PM and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley
8.28.15