

1-24-12

Draft
WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, January 3, 2012 ~ 7 p.m.
Wenham Town Hall, 138 Main Street

With a quorum present, Ms. Martins called the meeting to order at 7:01 p.m.
Selectmen Present: Molly Martins, Chair; John Clemenzi, Vice Chair; Patrick Wilson, Secretary
Also Present: Jeff Chelgren, Town Administrator; Catherine Tinsley, Minutes Secretary

Public information
Agenda

Abbreviations used
BOS Board of Selectmen

STATEMENTS OR QUESTIONS BY PUBLIC ANNOUNCEMENTS

The BOS talked about the meeting schedule for January including joint budget meetings with the Finance and Advisory Committee on January 11th & 18, a joint Hamilton / Wenham BOS meeting on January 24th and BOS meetings on January 10th & 31st.

Community Preservation Act (CPA) Application Process

Mr. Wilson announced February 8, 2012 is the deadline to submit a grant application to the Community Preservation Committee (CPC) for consideration. Applicant's presentations to the CPC are scheduled for February 28, 2012 and March 13, 2012.

The CPC will make the final decision of which applications to recommend to town meeting at their March 27, 2012 meeting.

Information including the application is available on the town's web site.

Mr. Wilson reviewed the four categories allowed by statute are historic, open space, affordable housing and recreation.

PRESENTATIONS BY GUESTS OR STAFF

Tax Rate – Assessors

Present: Tom Tanous, Assessor; Steve Gasperoni, Chief Assessor

Mr. Tanous and Mr. Gasperoni gave a lengthy explanation of how property taxes are assessed reviewing that Tax rate classification of one was set a few weeks ago and the Assessors presented the tax rate to the state. The State did not accept the tax rate and the Assessor were required to raise the rate and resubmit to the state for approval.

The Assessors evaluate homes / land value based on sales from the previous year (2010); there were 25 properties sold in Wenham in 2010.

Abatement requests must be filed by February 1, 2012. The Board of Assessors has three months from the date of the application to act. Residents were encouraged to file for abatement if there are any questions.

The League of Women Voters will be asked to hold a forum regarding the tax process.

Finance Department - update

Mr. Chelgren reported that the town received 15 resumes in response to the posting for a Finance Director. He reviewed that the BOS/ FinCom took action to stabilize the Finance Department through the budget process. Caroline Johnson has been hired as Treasurer/ Collector through the end of the fiscal year (June 30, 2012).

Paula Bartlett will remain in the assistant Finance Director roll. It is the intention to see if she can fill the Finance Director position after the fiscal year. The Finance Department will be re-evaluated at this time.

Mr. Clemenzi asked for a clearer definition of what is legally required for the finance department, what positions the town needs to have, including job descriptions and workload within those definitions. To determine what the department needs.

Mr. Chelgren responded the town must have a "checks and balance" system. This is done with a town accountant and treasurer/ collector, adding that the Finance Director coordinates, and manages the process.

Ms. Martins added the finance department would be evaluated after town meeting to determine if the needs of the town are being met.

Mr. Wilson commented that it is important to consider the 32.5-hour week at town hall and the hours the finance window is open to the public, which is currently closed Fridays.

Mr. Chelgren stated cross training will be considered to cover closed departments

Mr. Wilson moved to appoint Caroline Johnson for 6 months (June 30, 2012) as Treasurer / Collector. Mr. Clemenzi seconded and the motion carried unanimously.

OLD BUSINESS

NEW BUSINESS

Use Car Sales License- Renewal

Mr. Chelgren confirmed there were no changes on any of the applications, all notations have migrated with the licenses, and all businesses are eligible having the appropriate bonding.

Mr. Clemenzi moved the BOS grant Used Car Sales License to Freeman's Garage, 34/36 Arbor Street for calendar year 2012 and that it be subject to terms and conditions as specified on the license. Mr. Wilson seconded and the motion carried unanimously.

Mr. Clemenzi moved the BOS grant Used Car Sales License to Burnett's Garage, 60 Maple Street for calendar year 2012 and that it be subject to terms and conditions as specified on the license. Mr. Wilson seconded and the motion carried unanimously.

Mr. Clemenzi moved the BOS grant Used Car Sales License to Fallon's Garage, 233 Main Street for calendar year 2012 and that it be subject to terms and conditions as specified on the license. Mr. Wilson seconded and the motion carried unanimously.

Liquor License - Discussion of possible legislative petition to add a restaurant license

Mr. Chelgren reported there is an open single package store license. He further explained that there are no restrictions and the town can hold both a pouring license and a package store license, but not at the same premises. Town Meeting must approve legislation petition to seek a pouring license.

Ms. Davis, Cherry Street, WVIS said the WVIS is negotiating with a new tenant for the Tea House and citing legislative process takes 6 months to a year, will be seeking a Special Town Meeting (STM) as soon as possible for a pouring license and asked if the BOS envisioned calling a STM before the Annual Town Meeting. Ms. Martins responded they do not. Ms. Davis was reminded that 200 signatures are needed to call a STM.

CPC Appointment – Thomas Starr

Mr. Chelgren requested the BOS hold action to allow the CPC to discuss other candidates at their next meeting.

Annual Evaluation – Town Administrator

Ms. Martins put a hold on this agenda item until the January 24, 2012 meeting to allow the Selectmen time to write their evaluations, explaining the BOS fill out the TA evaluation and discuss this in open session with the Town Administrator. The written evaluations then become part of the employee's private record.

REPORTS

Mr. Chelgren reviewed that when recent work was done on the Borders to Boston new walking trail, the old stone bound markers were disturbed and need to be replaced. He announced Peter Gourdeau generously offered to provide the materials to replace the bounds. The town accepted his offer.

MINUTES - December 6, 2011 & December 20, 2011

Mr. Wilson moved to approve the **December 6, 2011** minutes as written. Mr. Clemenzi seconded and the motion carried unanimously.

Mr. Wilson moved to approve the **December 20, 2011** minutes as written. Mr. Clemenzi seconded and the motion carried unanimously.

EXECUTIVE SESSION

Mr. Wilson moved at 8:24 pm that the BOS enter into ES according to MGL Chapter 39, section 23A and 23B (6) To consider the purchase, exchange, lease or value of real property that if discussed in an open meeting may have a detrimental effect on the negotiating position of the public body and that the following people are present David Geikie, Steve Kavanagh, Donald Killam, Emily Cademartori, Josh Anderson, and Virginia Rogers and that the BOS return to open session for the purpose of adjourning. Mr. Clemenzi seconded and the motion carried unanimously by roll call vote.

The BOS returned to open session at 9:59 p.m and on a motion by Mr. Wilson, it was unanimous to adjourn.

Respectfully submitted by

Catherine Tinsley