

Draft
WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, December 20, 2011 ~ 7 p.m.
Wenham Town Hall, 138 Main Street

With a quorum present, Ms. Martins called the meeting to order at 7:03 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

State House Serial Note Authorization

Mr. Chelgren briefly reviewed the annual town meeting authorized the BOS to do a State House Note which is local borrowing for the DPW trackless machine. The machine has been purchased.

Mr. Clemenzi moved the BOS accept and sign the State House Note, clarifying the final invoice amount to be \$134,275.

Mr. Wilson seconded and the motion carried unanimously.

It was noted that TM approved an amount not to exceed \$160,000.00.

**STATEMENTS OR QUESTIONS BY PUBLIC
ANNOUNCEMENTS**

Open Space Recreation Survey

Mr. Wilson talked about the Open Space Recreation Survey saying residents are being asked to fill out the survey as part of the updating process of the Open Space and Recreation Plan approved by the town in 2001. The survey is available on the town's web site and at town hall.

Budget Meeting Series

Ms. Martins identified joint FinCom / BOS meetings are scheduled for December 21, 2011; January 11 & 18, 2012. These are open meetings and the public is encouraged to attend. Ms. Martins noted that there are discussions to televise budget meetings starting in January.

Mr. Chelgren added the budget is rolling policy, and actual figures together, and good policies will come from these discussions.

Downtown Decorating Contest

Mr. Wilson announced the winners for the downtown Main Street holiday decorating competition as Mary McDonnell of 196 Main Street and Kerri Schaub of 194 Main Street, noting there were two awards, one for day time decorating, and one for the night display.

PRESENTATIONS BY GUESTS OR STAFF

Town Clerk Update

Present: Trudy Reid, Town Clerk

Ms. Reid gave an end of the year update saying the Town Clerk's office will send out the census over the next few weeks. The process was done by mail last year for the first time and went well with a 90% return rate; dog licenses are included with the census forms. She noted that residents that do not return the census are removed from the voting registration list.

Regarding hunting/ fishing licenses, Ms. Reid informed the Selectmen that the Department of Wildlife has changed the licensing process to be submitted on-line starting in 2012. The license fee is \$27.50 of which the town receives \$.50 per license; Wenham took in \$8.35 last year. The Town Clerk will not be processing these licenses, as the revenue does not cover the administrative costs. The Town Clerk's office will have printed material available regarding the process. Ms. Reid identified she is in the process of sending out *End of the Year Financial Reports* as required by law. Those residents that currently hold office, or ran for an office, are required to fill out the report and submit it no later than January 20, 2012.

Ms. Reid identified the three state elections for 2012 as March 6th; September 6th, November 6th; absentee applications will be kept on file and ballots will automatically be sent out.

She announced the Attorney General approved the town's request to change the annual Town meeting date from the first Saturday in May to April starting in 2013. Ms. Reid suggested the town consider one polling event by combining ballot questions with office elections, citing there is a potential savings of \$1500 to \$2000. The voting can be held before or after Town Meeting.

Ms. Martins observed that by moving town meeting up earlier in the year, elections of town officers would also be earlier.

OLD BUSINESS

Open Position – Community Preservation Committee (CPC) Americans with Disability Act (ADA) Coordinator

Mr. Wilson reviewed that the CPC consists of nine members; five are selected by statute from various town committees; four members are at large. The vacant seat is an at large position.

The ADA Coordinator position has also been posted and the town is still seeking to fill the vacancy.

NEW BUSINESS

Sign Approvals

Little League Registration

The BOS acknowledged a request to place a large, sandwich-style sign board on the Car Barn Lot (Main Street/ Arbor Street) until January 15, 2012, advertising little league registration.

Mr. Clemenzi moved to approve the sign as requested. Mr. Wilson seconded and the motion carried unanimously.

Christmas Tree Recycling Event

Hamilton-Wenham Green (HWG) is working with Brick Ends Farm collecting Christmas trees at Pingree Park to recycle as a fund raiser. The BOS acknowledged a request from HWG to place a sign at Pingree Field/ Main Street during the collection period from December 26, 2011 – January 9, 2012. This is the only drop off location for Wenham and is in lieu of previous Christmas tree collection policy.

Mr. Clemenzi moved to approve the sign as requested. Mr. Wilson seconded and the motion carried unanimously.

Town Bounds Proposal – Setting lot bound on B-2-B Trail (Borders to Boston)

Mr. Chelgren reported the town's bound was lost along the Wenham Swamp during the construction of the Borders to Boston trail. The Town has a quote from Hancock surveying for \$950 to survey and replace the town bound with granite as is consistent with other town bounds.

Mr. Wilson stated his concern that the damage to the markers was caused by work done by Iron Horse and questioned why they are not being held responsible for the damage.

Ms. Martins responded that the work done was "probono". The company sustained a significant financial loss due to their lack of understanding regarding Massachusetts permitting process and cost. The Company is not responding to calls and Ms. Martins suggested this be considered a trade off for the value of the work done for Wenham,

Mr. Clemenzi moved to authorize the bound to be relocated for good practical purposes. Mr. Wilson seconded and the motion carried unanimously.

Mr. Chelgren will follow up with the DPW about installing the posts.

Ms. Martins reviewed as of January 1, 2012, the Wenham Tea House will no longer be under the direction of Emma Roberts.

The town has a package store liquor license that is not being used and will be put back into circulation.

Mr. Chelgren said the town is following process to notify the state to be sure it is not held up or restricted.

Ms. Davis, Cherry Street said the WVIS is currently in contract negotiations with a new tenant who will be seeking a pouring license rather than a package store license. The Tea House recognizing this can be a long process may be requesting a Special Town Meeting to change the license.

REPORTS

Town Administrator

Mr. Chelgren reminded the BOS that Personal Evaluations must be done by January 16, 2011; He recommended the TA evaluations be done January 3, 2012.

The MMA conference is January 20 & 21 2012. The BOS are signed up for the conference.

Chairman

Facility Steering Committee (FSC) – Ms. Martins reported the FSC met last week and discussed the composition of the committee and it was the consensus that this is a good committee. The FSC however does not have the time to bring all the information together and talked about hiring a consultant to help bring information together; a RFP (request for proposal) is being drafted.

The BOS next posted meeting is January 3, 2012.

There is a joint HW BOS/ FinCom meeting January 17, 2012

MINUTES - December 6, 2011 & December 12, 2011

The BOS held the December 6, 2011 for review and took no action.

Mr. Wilson moved to approve the BOS / FinCom December 12, 2011 meeting minutes as written. Mr. Clemenzi seconded and the motion carried unanimously.

Mr. Wilson moved to adjourn at 7:56 p.m. and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley