

Oct. 6, 2009

Wenham Board of Selectmen
Meeting of Tuesday, September 29, 2009 ~ 7 PM
Town Hall, 138 Main Street

Present: Selectmen Larry Swartz, Chair; Harriet Davis, Vice Chair; John Clemenzi, Secretary
Also Present: Jeff Chelgren, Town Administrator; Catherine Tinsley, Minute Secretary
Public Information: Agenda

Abbreviations:

BOS – Board of Selectmen

With a quorum present, Mr. Swartz opened the retreat at 7:10 PM and identified the agenda.

Town Administrator Roles and Responsibility

The BOS discussed the Town Administrator's responsibilities, including using the Town Administrator's job description from the Town of Manchester.

Labor Counsel and Town Counsel have both reviewed the job description.

This will be included in the Town Administrator's contract.

The Selectmen will take action at the October 6, 2009 meeting.

Selectmen Roles and Responsibility

The Selectmen talked about various pending town issues including resolutions and identified the responsibility of following up.

Wenham Government Study Committee: An elected committee to look at structure of the Town government.

Vision Committee: Planning objectives for Wenham future

The Selectmen discussed the makeup of such a committee. This included the number of people, and it was agreed 5-7 committee members work best.

The Selectmen talked about if these committees should only include Wenham residents; this was not determined. Ms. Davis took the position that these committees be made up solely of Wenham residents.

Mr. Swartz will draft a mission statement.

Study Committee: The efficiency of the inner structure of all Boards and Committees

The formation of such a committee was discussed.

Mr. Clemenzi suggested that a committee be put together to study Wenham's emergency services.

This was discussed and it was agreed this was a good idea and will be continued to be taken under consideration.

The Selectmen talked about the upcoming Special Town Meeting and the votes before the Town. A discussion of understanding followed and it was determined that a second Special Town Meeting is

necessary and Mr. Swartz suggested November 12, 2009. This date will be confirmed and announced at the next BOS meeting October 6, 2009.

Budget Process Committee (BPC) Charge

The Selectmen reviewed two documents; 2004 Challenges and 2009 Changes (BPC Charge). The three entities will need to vote to authorize the BPC Charge (School Committee, Hamilton, and Wenham). It was noted that Hamilton Selectmen voted to accept this at their meeting.

The Selectmen took no official action but discussed and edited the document.

The BOS was provided with a recap sheet from the Finance Department.
MBTA Survey to be completed and returned to Town Administrator's office.

The Selectmen discussed the updates from the Affordable Housing Trust.

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9:19 PM – Ms. Davis made a motion to adjourn and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley