

**WENHAM BOARD OF SELECTMEN**  
Meeting of Tuesday, June 15, 2010  
Wenham Town Hall – 138 Main Street

APPROVED BY  
BOARD OF SELECTMEN  
AT THEIR MEETING OF

Aug. 3, 2010

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

Selectmen Present: Molly Martins, Chair; John Clemenzi, Vice Chair; Harriet Davis, Secretary

Also Present: Jeff Chelgren, Town Administrator; Catherine Tinsley, Minutes Secretary

Abbreviations used:

BOS Board of Selectmen

Public information;

Agenda

**WELCOME AND OVERVIEW OF AGENDA**  
**STATEMENTS OR QUESTIONS BY PUBLIC**  
**ANNOUNCEMENTS**

Ms. Martins made the following announcements:

Town Hall Summer Hours - Reminder that town hall will be closed on Fridays through Labor Day.

Recreation Department - Outdoor movie night at Patton Park on June 18th will be showing Daddy Day Camp.

4th Annual Kite Day - Kite day is sponsored by COA in conjunction with the Beverly and Hamilton Recreation Departments on August 14th. Pre-registration is requested through the recreation departments

**PRESENTATIONS BY GUESTS OR STAFF**

Appreciation of Candace Wheeler – 30 years of service

Present: Candace Wheeler

Mr. Chelgren recognized Candace Wheeler, former Town Administrator for Hamilton for her work and devotion to the towns and for her guidance and input during her tenure.

Ms. Wheeler was presented with a plaque of appreciation honoring her time.

Beverly Airport

Present: Warren and Carol Hutchins, 26 Burley Street

Mr. Hutchins provided the BOS with information from a June 13, 2006 newspaper article regarding plans for the Beverly Airport to expand and also with a copy of an easement, the current status and the FAA rules governing airports both prior and after February 5, 2008.

He told the BOS that the airplanes have been flying over his property ever since he purchased it in 1963 without incident e.g. never brushed or hit trees on his property.

Mr. Hutchins referenced an Article dated June 13, 2006, describing a reconfiguration of a runway extension. Mr. Hutchins told the Selectmen that they received notification that trees on his property have grown to a hazardous height and are a navigational hazard and the airport has a right to come on his property to trim those trees. He has requested a copy of the regulations, but to date has not received any such information. He feels Beverly Airport Commission is planning an instrument approach to Beverly airport, and therefore the slope needs to be changed from 20 to 1 to 50 to 1. To accommodate this, the Airport proposes to top the trees to 40 feet. Since the house is 30 ft high this leaves only a 10 ft clearance. He stated if the aviation

easement is granted, it will be on his deeds forever and will affect Wenham, Danvers, and Beverly residents and bring in larger planes with more frequency.

Mr. Chelgren said he also attended the meeting. Paul Vitale was invited to attend a BOS meeting to talk this through and address the concerns directly. Mr. Vitale will attend the July 6<sup>th</sup> televised meeting.

Ms. Davis stated she was at the June 14<sup>th</sup> meeting along with Mr. Hutchins and observed that the proceedings raised many questions and that the answers provided by the Commission were not satisfactory to the abutters.

Mr. Chelgren reminded the BOS that they are limited with the jurisdiction and authority and recommended that Paul Vitale and the Commission be asked to appear before the BOS in order to respond.

Carol Hutchins reviewed that a neighbor was pressured to sell his home to the airport which was razed, and that she feared that there could be more such actions.

A site visit to this property was scheduled for Saturday at 11am and Town Counsel will be asked to look into this.

## **OLD BUSINESS**

Police and Fire Department

Police union contract

Regional ECO

Present: Police Chief Ken Walsh; Fire Chief Bob Blanchard

Police Walsh talked about the proposed regional dispatch center saying that the final documents have been received by the town and that the proponents are seeking a decision by July, 2010.

He briefly reviewed that the plan for a regional dispatch began in 2005 and was designed to enhance services at a reduced rate. These plans will be fine tuned over the next month and he recommended that Wenham continue to be supportive of this proposal, but that we do so with the expectations that our questions will be answered. He noted that several other towns are interested including: Beverly, Essex, Hamilton, Middleton, Amesbury, Methuen, Swampscott, and Topsfield.

Chief Blanchard added that there are still many questions to be answered but that he remains in general support of the concept. He noted that the questions have to do with operational specifics, detail financial review, and if the final service will be as good as or better than what we have now.

Ms. Davis asked for a comparison of what we have and what is anticipated and went on to bring up many questions and concerns.

Chief Walsh talked briefly about a disaster type situation and the benefits of a regional dispatch.

Mr. Chelgren suggested that the smaller towns form a Study Sub-committee, of sorts, as a means of grouping together in order to ensure that all questions are asked and answers provided.

Police Union Contract

Mr. Chelgren announced that the police Union contract was signed last week. This contract was special importance because of the Quinn Bill issue and the financial gap that was created when the state elected to not fund their portion of the contribution. The following officers were recognized for their contributions to these difficult negotiations: Detective Gray, Officer Mscisz, Captain Perkins and Chief Walsh.

## **NEW BUSINESS**

FY10 Transfers and Reserve Fund Transfers

The BOS were referred to documents in the Selectmen packets for Line item transfers at a 3 % limit or 5,000 total; Fire On-Call transfer of \$10,000; Treasurer Collector for transition costs.

Ms. Davis questioned \$200 from Assessors which was transferred to the Selectmen Account.

Mr. Chelgren noted the Assessors made a clerical error and the BOS has unforeseen expenses. *Ms. Davis made a motion to approve line items transfers as indicated on the request dated June 8, 2010 for \$24,470.38. Mr. Clemenzi seconded and the motion carried by unanimous vote.*

Mr. Chelgren noted that the Reserve Fund transfers are done by the Finance Committee. He noted that one of the larger transfers being proposed to the Finance Committee was related to the payment of the costs associated with the operational audit.

#### ESCo Contract Authorization

The CMC and legal counsel t have reviewed all legal documents related to the ESCo process and recommend that the Town Administrator sign and execute the documents. If this were to be authorized by the Selectmen, the next step in the process would be to begin the bonding process.

Mr. Chelgren recalled that the Town received the ARRA grant of \$150,000 to buy down the ESCo bond and has recently received an informal notification that the Green Community grant has been awarded to Wenham in the amount of \$139,000 for this fiscal year. The Town will be resubmitting after July 1, 2010 for the next round of grants. In summary, Wenham has received approximately \$300,000 to buy down the ESCo bond.

*Mr. Clemenzi made a motion to authorize the Town Administrator to sign the ESCo contract for the Town of Wenham with Johnson Controls. Ms. Davis seconded and the motion carried by unanimous vote.*

#### Finance Director Search

Mr. Chelgren reviewed the process for the Finance Director search. He identified that the position was currently vacant and that this process will be seeking to fill the position at a slightly increase salary. He noted that we have found ourselves in a period of high competition as many towns are now looking for various finance-related positions. It was noted that the town received only 15 applications. Mr. Chelgren went on to explain that both the Selectmen and the Finance Committee had recommended that the search committee limit their applicants to those candidates that have municipal experience and only two individuals were called in for second interviews; one seasoned individual and one person finishing his Masters in Public Administration. Mr. Chelgren stated that he was especially impressed by one candidate and because of this, he was recommending that the town offer Tim Cummings the position citing he will work tirelessly for the town. Mr. Chelgren then went on to identify the terms under which he was recommending this candidate. These terms included that be hired a salary of \$45,000 and then elevated in both position and salary over an 18 month period of time. The proposed progression would start this candidate as a Treasurer/Collector at the base salary and through a series of three incremental moves bring him up to Finance Director at a maximum salary of \$60,000.

Discussion followed.

Ms. Davis stated that she opposes the recommendation citing that the Finance Director is not an entry level position and that the town would still need to incur the cost of paying Powers and Sullivan \$1000 per week during his training. Ms. Davis noted that one other applicant has municipal experience. She added that Mr. Cummings has been clear that his goal is to be a Town Manager and questioned how long he would stay in Wenham and that Wenham would be in the position of having to hire a Finance Director in the near future. Ms. Davis observed that the pay scale is too high for his lack of experience.

Mr. Chelgren referred to a "gut" feeling that this person will excel and has the skills and enthusiasm that would serve the town well.

Ms. Martins said that Wenham will benefit from someone who is learning and giving extra to progress in his career. She identified that this approach is somewhat of a risk, but that approaches such as this are often some of the most beneficial exercises to communities such as Wenham. She also identified that we must Trust Mr. Chelgren's judgment as he will be responsible for making this work.

Mr. Clemenzi identified that he was not present in the interview process, however the applicant being recommended is young, appears ambitious, and bright, which are great attributes. He went on to note his concern that this is a top position in the town and in a leadership role, experience is beneficial as is stability; he questioned if Wenham should be a training ground for employees to move on.

Mr. Chelgren identified that he would be asking Mr. Cummings for a time commitment and quickly pointed out that we have a history of our past Finance Directors staying only a few years. He asked for the BOS to trust his judgment in recommending this candidate as part of the team.

Mr. Chelgren is recommending a 90 day probation period to allow Mr. Cummings to demonstrate that he is capable of meeting the demands of the position.

*Ms. Martins made a motion to support the hiring of Tim Cummings based on the guidelines set forth by Jeff. The motion was not seconded, therefore the motion failed.*

Mr. Chelgren was directed to re-advertise the position.

#### **MAPC (Metropolitan Area Planning Council)**

Presentation on Draft Wenham PDM (Pre Disaster Mitigation) Plan

Present: Martin Pillsbury and Sam Cleaves

The BOS was provided with a printed presentation.

It was explained that PDM is a collaboration with FEMA and MEMA; MAPC writes the plans, focusing on prevention before disaster happens to reduce the effects of a disaster. The Plan is categorized in structural and non structural.

Mr. Cleaves said they work with the GPIS team to record critical areas e.g. schools, elderly housing, public buildings, risk sites, pumping stations etc; two prime locations are Essex Street culvert and the Miles River. This presentation serves as public requirement of FEMA to present to BOS and for the public to hear about them.

Further comments will be taken and plans turned into MEMA and FEMA for review and approval will be issued in two stages; conditionally approved to come back to the BOS to vote for adoption at the local level and final approval to be issued with a copy of the minutes of the BOS's approval to adopt.

After this process, the town is eligible for grants for five years until the renewal process begins.

#### Vacation Time Carryover Requests

Mr. Chelgren identified that we have received requests for the carry over of vacation time into next fiscal year. He went on to explain the process and to offer his support for the granting of the requests. Ms. Davis made a motion to authorize (Bob Blanchard, Trudy Reid, Bill Tyack, Sean Reid) the carryover with stipulation that the days are used prior to Labor Day weekend. Mr. Clemenzi seconded and the motion carried by unanimous vote.

#### Budget Process Committee (BPC)

Mr. Chelgren identified that there is no designee from the BOS on the BPC and that one has been requested.

*Mr. Clemenzi made a motion to designate Harriet Davis to be the designee for the Budget Process Committee. Ms. Martins seconded and the motion carried by unanimous vote.*

#### Selectmen Meeting Schedule

The BOS discussed Selectmen meetings being televised. Ms. Martin suggested that the BOS meet on the first and third Tuesdays of the month for the summer months; both being televised.

Additional meetings will be scheduled as needed. Mr. Clemenzi agreed that this would be good means of testing the need for additional meetings.

Ms. Davis noted that June and August have a 5<sup>th</sup> week; June 29 and August 31 are retreat meetings off camera. It was the consensus of the BOS to approve this schedule.

### Town Flow Chart & Terms of Engagement

This item was deferred to the June 29<sup>th</sup> meeting.

### Library Staffing

The BOS acknowledged a request from the Library Director to create a full time 35 hour position to replace the 19 hour part time position. The BOS stressed their support but that 35 hours triggers the added expense of benefits; currently neither Hamilton nor Wenham have the funds for this full time position. Mr. Chelgren recognized the necessity to add support for the library but this is not the time to add hours.

Mr. Chelgren noted that the turnover for this part-time position is significant and that this is detrimental to the operation.

### **REPORTS**

Mr. Chelgren identified that he provided information to the BOS regarding ongoing legal action with Hamilton and the Finance Committees.

The Town may have a party interested in purchasing the old COA van. An offer is expected. This was previously voted surplus.

### **MINUTES - HELD**

May 25, 2010

June 1, 2010

### **MICELLANEOUS**

A joint meeting will be scheduled with Hamilton for June 29<sup>th</sup>.

Mr. Clemenzi said he attended the community Block party at the Community house and reported it was well attended.

Sunday, HWRHS held the graduation ceremony. Mr. Clemenzi reported it was a wonderful ceremony.

Ms. Davis announced that it appears that the teacher's contract has been settled.

*9:01pm- Ms. Davis made a motion to adjourn and it was unanimous to do so.*

Respectfully submitted by

Catherine Tinsley