

WENHAM BOARD OF SELECTMEN
Meeting Retreat of Tuesday, June 29, 2010 ~ 7 PM
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 7 PM.

Selectmen present: Molly Martins, Chair; John Clemenzi, Vice Chair; Harriet Davis, Secretary
Also Present: Jeff Chelgren, Town Administrator;

Abbreviations used
BOS Board of Selectmen

Public information
Agenda

7 pm - The BOS met at the Beverly Airport Administration Offices with the representatives from the Beverly Airport.

Present: Paul Vitale, Chair of the Airport Commission, one member of the nine member commission and twelve residents from Wenham and Beverly.

Mr. Vitale acknowledged the presence of members of the public and identified that the meet tonight is a meeting between the Airport Commission and the Wenham Board of Selectmen. The Public is welcome to stay, however, the discussion will occur between the Commission and the Board and the public is allowed to speak at the discretion of the Commission.

The BOS and TA were first taken by car down the runway towards the Hutchins property to see the trees in question from the runway perspective. Prior to the Selectmen leaving for the tour, Mr. Chelgren identified that there is to be no deliberations by either the Commission or Board during the tour. Upon the return to the Selectmen to the meeting, Mr. Vitale provided an overview of the airport referencing a map identifying processes, procedures and recent changes, noting there are no proposed significant changes. Policies addressing concern and complaints with abutting public were identified as were state and federal law associated with the taking of easements, the process, and the rationale. He then answered questions from the BOS, and he further identified that the TOW has the right to have a seat on the commission but in the past they elected not to exercise this option preferring in lieu to accept tax receipts of approximately \$14,000 for the acreage the Airport owns. Mr. Vitale went on to identify that the options remains open to the TOW if it should choose to desire such a seat in the future.

8:26 PM - The BOS reconvened at Wenham Town Hall and Catherine Tinsley, Minutes Secretary, joined the meeting at this time. .

Operational Audit Inter-municipal Agreement as the invoice

Mrs. Martins asked Mr. Chelgren to provide an overview of the issue and he walked the board through a brief explanation. Mr. Chelgren explained that the Towns of Hamilton and Wenham have agreed that Hamilton will be the lead community on the Operational Audit and that the Inter-municipal Agreement specifies the terms of this process. Mr. Chelgren also identified that the Agreement specifies that the projected audit cost, approximately \$90,000, is to be shared according the apportionment ratio identified for other shared services

between the two towns and that the agreement will serve as an invoice for the purpose of allowing Wenham to encumber their contribution from the FY10 budget into FY11.

VOTE: Ms. Davis made a motion to authorize the Town Administrator to sign the inter-municipal agreement for Wenham to pay its \$30,000 share of the total cost of the Operational Audit. Mr. Clemenzi seconded and the motion carried unanimously.

Mrs. Martin announced that Roger Kuebel will represent the Finance & Advisory Committee on the Operating Audit Committee which will be meeting next Wednesday, July 7.

Transfers

Mrs. Martins asked Mr. Chelgren for a description of the next agenda item which involved FY10 Line Item Transfers. Mr. Chelgren described the transfers outlined in a handout provided the BOS and explained why several of the requests were necessary.

VOTE: Ms. Davis made a motion to approve the transfer request dated June 22, 2010 for a departmental appropriation to another appropriation in accordance with Chapter 44, section 33B of the MGL for Legal outside Counsel, in the amount of \$ 12,264.74. It was seconded and approved.

Regional Emergency Center Operation (ECO)

Mrs. Martins asked Mr. Chelgren to review the Reg. ECO status. Mr. Chelgren identified that this agenda item is seeking authorization for the Town Administrator to send a letter to the Town of Hamilton exercising the termination clause within the H-W Regional ECO, Inter-municipal Agreement. He went on to explain that this is a technical necessity designed to keep the options of the Town of Wenham open as it relates to any future migration of the TOW to the newly proposed Regional ECO in Middleton. He went on to explain that he has spoken with Michael Lombardo, Hamilton Town Manager, about this issue and that Hamilton understands the necessity of this action. It was also understood that Hamilton and Wenham will more than likely stay together or move together.

The Board of Selectmen discussed the process and Ms. Davis expressed concern with the impact that this action may have on the strong relationship enjoyed by the two Towns as it relates to ECO services. Ms. Davis went on to suggest that the letter should seek some form of understanding regarding the process by which the termination letter can be withdrawn if both towns decide to not join the new ECO operation. Mr. Clemenzi agreed and suggested that the letter be modified to identify that the termination clause was triggered immediately but that the two town would identify a period of time in which they could develop and implement either an amendment to the agreement or a side letter. Mr. Clemenzi identified that the goal of either the agreement amendment or the side letter was to create a process by which the two towns could work together to evaluate the new ECO option and choose to move together under whatever terms were mutually agreeable to both, but without penalty to either.

Mrs. Martins suggested that the letter should specify a time period in which the two towns were to complete this exercise. Mr. Clemenzi and Ms. Davis agreed and it was suggested that the time period should be a reasonable amount of time as determined by Mr. Chelgren and Mr. Lombardo. Mrs. Martin, therefore, asked Mr. Chelgren to work out the details with Mr. Lombardo prior to sending the letter, and then to modify the letter to specify the agreed upon terms..

VOTE: Ms. Davis made a motion to approve the Termination Agreement as amended, contingent upon a three month extension or another period of time as mutually agreed upon and that there be a rescinding period included. Mr. Clemenzi seconded and the motion carried by unanimous vote.

Border to Boston (B2B) Trail

Mrs. Martins asked Mr. Chelgren to review the next agenda item, Border to Boston Trail. Mr. Chelgren informed the Board that there have been some delays and not to expect expenses in FY 2010, but the FY 2011 budget will be affected. This may mean that adjustments may be needed at the end of FY11. The Board acknowledged this change.

Finance Department

Mrs. Martins identified that the Finance Director search is continuing and asked Mr. Chelgren to provide an update. Mr. Chelgren explained that it was his intent to advertise for the Finance Director's position the first week in July and that the TOW will look more favorably upon applicants with only private sector experience and no municipal experience. He noted that the first interview process was understood to have a strong preference for those candidates with municipal experience. He went on to explain that the Interviews are expected to be scheduled around the first of August. It was the consensus that the Salary amount will be removed from the posting with the notation that salary would be commensurate with experience. The Board acknowledged this process overview and suggested changes.

Personal Contracts

Mrs. Martin identified that the next agenda item is related to personal contracts and asked Mr. Chelgren to provide an overview of the issue. Mr. Chelgren identified that the Department Heads are requesting the BOS to consider the development of new personal contracts and, if this is acceptable to the BOS, Mr. Chelgren suggested that we would need to determine the timing and rate of raises for each. The BOS expressed concern regarding the continued instability of the economy and the need for the town to remain conservative with its budget practices. Mr. Chelgren agreed, however, he indicated that we have been able to remain responsive to the financial needs of the community because of the actions and skill of our Department Heads. For this reason, he strongly recommended that the BOS allow him to provide them with an informal salary survey comparing the salaries of our top Dept. Heads to those of comparable communities. Mr. Clemenzi expressed support of this concept and went on to explain that we needed to keep good people and we run the risk of losing them if we do not remain competitive. Mrs. Martins suggested that an informal salary survey is a good idea and that it would allow the BOS to better understand how significant a gap may exist. She went on to state that if the gap is significant and the Selectmen elect to provide increases, that we could work with the Department Heads in order to figure out how to manage this increased cost in the prevailing economy.

The BOS asked Mr. Chelgren to proceed with the informal study and to return with the results as soon as they are available.

H-W Capital Management Committee

Mrs. Martins identified that the next agenda item was related to the Capital Management Committee and she asked Mr. Chelgren to update the Board on their progress. Mr. Chelgren informed the Board about the CMC's current activities and those that they expect to be undertaking this summer. These issues included conversations with the school department regarding the implementation of a School ESCo program, a DPW study, and a recreation facility expansion master plan effort. Mr. Chelgren updated the BOS on the status of both the Hamilton and Wenham ESCo contracts and related actions.

MINUTES (outstanding)

The approval of minutes was deferred to the next meeting.

MISCELLANIOUS

Gerry Donnellan said the owner of the 97 Market is asking the procedure for obtaining a license for beer and wine. Mrs. Martin and Mr. Chelgren discussed the process for issuance of such licenses and it was agreed that any inquiries should be referred to the Town Administrator.

VOTE: 9:23 PM Mr. Clemenzi made a motion to adjourn and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley