

APPROVED BY  
BOARD OF SELECTMEN  
AT THEIR MEETING OF

Aug. 3, 2010

WENHAM BOARD OF SELECTMEN  
Meeting of Tuesday, July 20, 2010 ~ 7 pm  
Wenham Town Hall, 138 Main Street

With a quorum present Ms Martins called the meeting to order at 7 p.m.

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

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

Public Information

Agenda

Abbreviations

BOS Board of Selectmen

**WELCOME AND OVERVIEW OF AGENDA**

**STATEMENTS OR QUESTIONS BY PUBLIC**

There were none.

**ANNOUNCEMENTS**

**PRESENTATIONS BY GUESTS OR STAFF**

**OLD BUSINESS**

Selectmen Meetings

Present: Stacey Metternick, 3 Dexter Lane & Representative from League of Woman Voters

M. Martins clarified issues regarding the televising of the BOS meeting saying Wenham BOS are on a summer schedule for the first and third Tuesday of the month; this will be reconsidered after Labor Day. The fifth Tuesday in August is a retreat meeting; this is a public meeting and it was the consensus of the BOS that this be televised.

Regarding the Audit Committee meeting recently held in Wenham, that was not televised, Ms. Martins also clarified that this is not in the jurisdiction of the BOS, but it is her understanding future meetings will be televised.

Ms. Metternick asked that the town consider that other committees be televised or recorded e.g. Warrant Meeting; this will be put on a future agenda for further discussion and consideration.

**NEW BUSINESS**

CATV Board of Directors Appointment – Elizabeth Lebel

*Ms. Davis made a motion to appoint Elizabeth Lebel to the HW Access Media (CATV Board). Mr. Clemenzi seconded and the motion carried by unanimous vote. (TERM?)*

Fire Department

Vote to Appoint 2 new Call Fire Fighters (CFF)

Acknowledge Exceeding Limit (current limit of 30 by 1 to 31)

Surplus designation

Present: Fire Chief Bob Blanchard

Chief Blanchard referenced a letter to the BOS to replace two CFF that recently left the department.

The Selectmen acknowledged that these two appointments will bring the department up to 31

firefighters which is more than the 30 previously agreed to but less than the 35 before recent budget

cuts.

The Chief, Deputy and Captains held interviews and are recommending Timothy Bartlett, Danvers and Christopher Alley, Centerville (Beverly) as provisional CFF. They are both available to take the Fire Academy Course.

***Ms. Davis made a motion to appoint Christopher Alley and Timothy Bartlett to the (Wenham) Fire Department per the recommendation of Fire Chief Bob Blanchard, contingent on passing physicals. Mr. Clemenzi seconded and the motion carried by unanimous vote.***

Chief Blanchard requested the BOS declare the (air) tanks surplus for the purpose of disposal. These were originally purchased with grants following the Worcester fire over 10 years ago.

***Mr. Clemenzi made a motion to allow the tanks to be considered surplus material for disposition as the Fire Chief recommends. Ms. Davis seconded and the motion carried by unanimous vote.***

Chief Blanchard announced that Wenham Day is August 28<sup>th</sup>.

Mr. Chelgren informed the Board that the Wenham Museum is requesting that the lawn and car barn lot be available for use on Wenham Day. It was the consensus of the BOS to allow the Museum use of the lawn and the car barn lot.

John Pews has retired after 30 years working for the town in many capacities including the Highway and Fire Department. There is a retirement party cookout for John Pews July 28<sup>th</sup> at Chief Blanchard's house on Chebacco Lake. Tickets are available at the fire house.

Wenham Traffic Light Committee Appointment – Jack Hauck

***Mr. Clemenzi made a motion to appoint Jack Hauck to the Traffic Light Committee for a term of one year. Mr. Clemenzi seconded and the motion carried by unanimous vote.***

## REPORTS

Mr. Chelgren reported the town is ready for bonding for 1.2 million dollars; the town has been caring BANS, and is now rolling the ESCO amount into the bond. This does not include the dump truck as previously considered. The interest rate is unknown at this time; this information will be available next week.

Regarding the letter to the Governor requesting a Special Act for the funding of the Cutler School boiler due to the omission of the ballot date on the posted warrant for the STM, Mr. Chelgren stated it is expected the Governor will act on this by mid August.

Mr. Chelgren reported that the town has received six applications for the Finance Director position. Interviews will be set up as soon as possible to have someone in the position the first of September.

Operational Audit Committee -Update

Ms. Martins reported that the Committee met on July 7, 2010; the RFP for the Operational Audit was posted on July 14, 2010. Proposals are due by August 5, 2010. Ms. Martin briefly reviewed the contents of the RFP noting this information is available on the town's web site.

Bruce Wadleigh has been designated as the spokesman for the Citizen Petitioners.

The next scheduled meeting of the Audit Committee is August 25, 2010.

Mr. Chelgren reported that there is potential interest from three developers of the Mullen property; one proposal is a conference center, and two proposals are for Continual Care Residential development. There is an inquiry of the Bolder Lane property and one interest in the Iron Rail Property. As more information is received, it will be brought forward.

#### Administrative Process, Procedures, and Principles

Present: Paul Weaver, Town Counsel

Ms. Martins stated that the purpose of this discussion is to be clear on how the BOS operates and the principles and policies that guide the BOS to comply with all laws and regulations, and be effective as possible as a BOS.

Mr. Weaver reported that he has a response to a complaint filed with the District Attorney' Office as to whether the summary of the Blue Ribbon Committee cover letter sent by the Selectmen that went out with the 2010 Annual Town Meeting Warrant book had been created in violation of the OML. The response stated that the letter did not reflect any opinion or deliberation of the Board and was strictly factual, so there was no violation.

Mr. Weaver advised the BOS regarding the revisions of the OML effective July 1 and answered queries of the Selectmen.

He advised that the BOS create a chain of command which defines the hierarchy and that the BOS members strictly adhere to this structure, he outlined the role of the individual members of the BOS in their role as liaisons; clear delegation to employees to be provided, allow a procedure for grievances for all non union employees to reach the BOS, that quarterly performance reviews of the TA be conducted in public meetings, and that BOS minutes be kept to summary of discussions and votes taken without lengthy narratives and posted on the website with 10 days . At the conclusion of each point of discussion, Mrs. Martins stopped the discussion and asked the full board if they had any questions and then asked for a indication that each understood, agreed with, and pledged to adhere to each of the discussion points. All BOS members affirmed their understanding, agreement, and pledge to adhere.

#### **MINUTES**

June 1, 4, 15, 22, 29, 2010

July 6, 14, 2010

The minutes were held for review by Town Counsel and deferred to the next meeting. The Selectmen took no action.

The next BOS posted meeting is August 3 2010.

***Mr. Davis made a motion to adjourn at 8:53 PM. Mr. Clemenzi seconded and the motion carried by unanimous vote.***

Respectfully submitted by

Catherine Tinsley