



Town of Wenham  
BOARD OF SELECTMEN  
**AGENDA**

Tuesday December 19<sup>th</sup>  
5:45 PM

Wenham Town Hall – 138 Main Street

Notice of public meeting as required by M.G.L. Chpt.30 §18-28

All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name & address.

5:45 P.M.

**WELCOME:** Call to order

**EXECUTIVE SESSION**

Executive Session #1 under M.G.L. Ch. 30A, § 21 – To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.

Executive Session # 7 under M.G.L. Ch. 30A, § 21 – To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, namely, MG.L. Ch. 214, §1B and M.G.L. Ch. 6, §167 *et seq.* and implementing regulations.

- Freeman's Garage – 34 Arbor Street

6:30 P.M.

**PUBLIC INPUT: ITEMS NOT ON THE AGENDA**

**ANNOUNCEMENTS**

1. Council on Aging Soup, Cookies, & Caroling – Wednesday, December 20, 2017, 1:00 – 2:30PM JW
2. Annual Town Hall Holiday Open House – Wednesday, December 20, 2017, 3:00 – 4:30PM JW
3. Town Hall Holiday Hours CH
4. Loose Leaf Pick-up Update JC
5. Holiday Tree Recycling Drop-Off at Pingree Park JC
6. CPA Application Deadline – Friday January 5, 2018 at 12PM CH
7. Affordable Housing Trust Community Forum & Free Pancake Breakfast CH

6:45 P.M.

**REPORTS**

TOWN ADMINISTRATOR – Update  
CHAIRMAN  
SELECTMEN

6:55 P.M.

**NEW BUSINESS**

- A. Citizen's Leadership Academy Graduation – Jackie Bresnahan, Special Projects Coordinator CH
- B. 375<sup>th</sup> Anniversary Committee Donation Acceptance JC
- C. Historic Resources Survey Report and Follow-up with Historic District Commission – Meredith Hiller CH
- D. Proposed Memorandum of Understanding Regarding Repairs to Longfellow Road and South Street JW
- E. Town Administrator Performance Evaluation Process JW
- F. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) JW

7:55 P.M.

**OLD BUSINESS**

- G. Annual Liquor License Renewals: JC  
Fresh Foods, LLC, DBA Wenham Tea House, Chris Keohane – 4 Monument Street
- H. Used Car Dealer License Renewals: JW  
Freeman's Garage – 34 Arbor Street

8:15 P.M.

**ANTICIPATED ADJOURNMENT**

## BOARD OF SELECTMEN MEETING

*December 19, 2017*

### ANNOUNCEMENTS

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WEDNESDAY, DECEMBER 20TH

WE HOPE YOU WILL JOIN US AT THE COA FOR

*Soup,*  
**COOKIES,**  
*& Caroling*

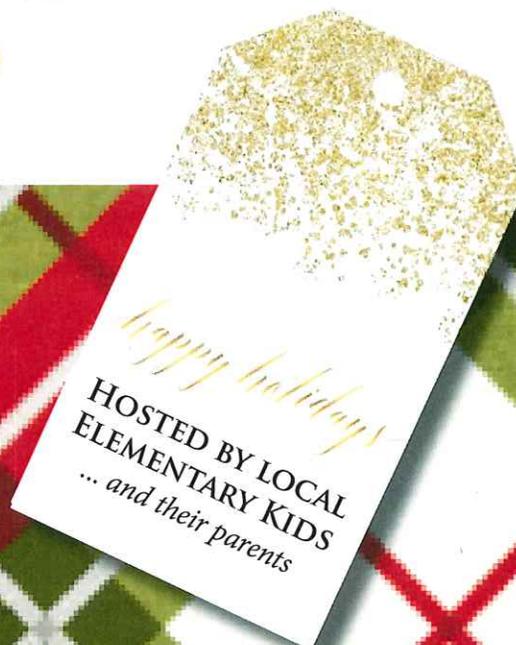


1:00PM- 2:30PM

COUNCIL ON AGING

10 SCHOOL ST, WENHAM

RSVP: 978-468-5529



THE WENHAM BOARD OF SELECTMEN  
INVITE YOU TO A

# Holiday Open House

WENHAM TOWN HALL

WEDNESDAY, DECEMBER 20, 2017  
3:00PM - 4:30PM

JOIN US IN THE SELECTMEN'S ROOM FOR  
COOKIES AND HOLIDAY CHEER  
AS WE CELEBRATE THE SEASON TOGETHER.

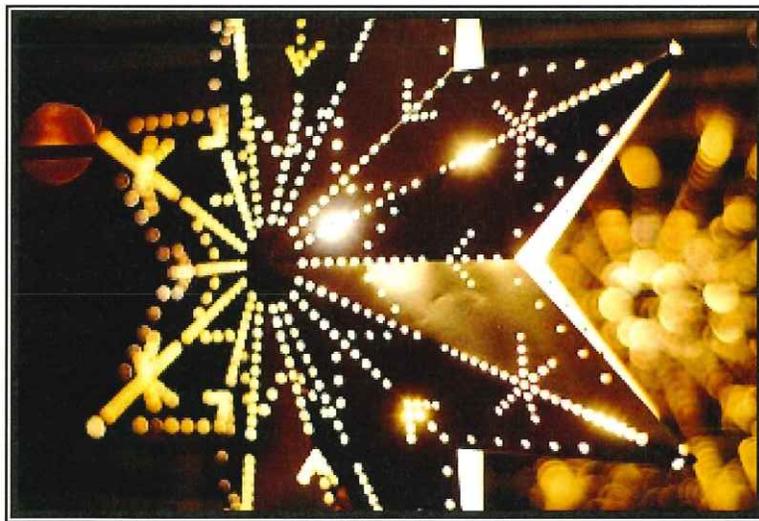
PLEASE R.S.V.P. TO [NROEBUCK@WENHAMMA.GOV](mailto:NROEBUCK@WENHAMMA.GOV).

**Town Hall will be closed  
for the holidays on  
Monday, December 25th &  
Monday, January 1st**

**Holiday Trash & Recycling Schedule both weeks:**

**Monday pick ups will occur Tuesday &**

**Tuesday pick ups will occur Wednesday**



**Have a safe and happy holiday!**

## Loose Leaf Collection Update

12/19/17

The Wenham DPW has completed the first round of their annual loose leaf collection. The second and final round is in progress and will be followed by a bagged leaf collection later in December, if needed. Status updates will continue to be posted on the website daily. Contact the DPW with any questions, 978-468-5520 x.6.

### **2nd Round of Leaf Collection:**

- Municipal Buildings & Parks - Completed 12/7/17-12/8/17
- Maple St., Burley St., Birch Rd. - Completed 12/13/17
- Mayflower Dr., Puritan Rd., Daniels Rd., Meridian Rd., Conrad Cl., Topsfield Rd., Laurel Dr. - Completed 12/14/17
- Burnham Rd., Main Dr., Hilltop Dr., Enon Rd., Laurel Dr., Cedar St. - Completed 12/15/17
- Cherry St., Monument St., William Fairfield Dr. - Completed 12/18/17
- Easton Rd., Virginia Pl., Stage Hill Rd., Regwill Ave., Morgan St., Kimball Ave., Woodside Ln., D'Ambrosio Way, Longfellow Rd., South St. - Completed 12/19/17

### **2nd and Final Round of Leaf Collection Resumes:**

- Pleasant St, Cherry St.
- Parson's Hill Rd., Charles Davis Dr., Gussett Rd., Rubbly Rd., Essex St., Grapevine Rd., Hull St., Dodges Row
- Walnut Rd., Walnut Lane
- Larch Row, Patti Lane, Lake Ave., Fiske Rd., Fairview Ave.
  
- Great Pond Road, Main Street
- Juniper St., Eddel Ave., Ellis Ave., School St.
- Main Street Cemetery, Porter St.
- Perkins St. and all side streets



## Tree Recycling Reminder

The Towns of Hamilton and Wenham remind you of the opportunity to “recycle” your tree this year. Your tree will be chipped and turned into compost for next spring’s growing season. The tree chipping is donated by Iron Tree Services and will be brought to Brick Ends Farms at no cost.

There is no curbside tree collection so please bring your naked trees *by January 7<sup>th</sup>* to:

- **Hamilton:** Behind Patton Park at the old bon fire collection point.
- **Wenham:** Pingree Park parking lot

*Please remember to take all ornaments and lights off your trees and do not bring wreaths, plants, garland, baskets or brush.* Anything but naked trees makes it much harder to chip them and we don’t want to cause any damage to the equipment. Iron Tree donates the chipping service so we need to make it workable for them and not cause any additional costs to the towns.

Thanks to Iron Tree Services and Brick Ends Farm for their support and for all of you who will wrestle, drag, hoist, tie and bring your trees for chipping as a sustainable way to discard your tree.

CPC applications are due Friday, January 5<sup>th</sup> by 12 noon (no exceptions) to the Permitting Office at Town Hall.

The CPC application and accompanying documentation can be found on the Town website.

Questions can be directed to [jbresnahan@wenhamma.gov](mailto:jbresnahan@wenhamma.gov).

The Wenham Affordable Housing Trust  
invites YOU to JOIN THE CONVERSATION.

# *Wenham Community Workshop & Free Pancake Breakfast*

Saturday, January 20, 2018  
9:30 AM

First Church in Wenham  
1 Arbor Street

RSVP: Pre-register by January 18, 2018  
[www.wenhamma.gov/affordablehousing](http://www.wenhamma.gov/affordablehousing)

*Childcare provided. This is an open public meeting for Wenham residents and registration is not required to attend; however, your RSVP will help us provide adequate food, workshop materials and childcare coverage.*



*Preserve & Create  
Affordable Housing  
in Wenham*

Please share your voice on the future of Affordable Housing in Wenham, as we develop our Action Plan.

Community Workshop Strategies:

- Future priorities for use of the Trust funds
- Trust accomplishments to date and local housing needs
- Determine priority initiatives for the coming years

Questions: Contact Nicci Roebuck at Wenham Town Hall, 978-468-5520 x2, [nroebuck@wenhamma.gov](mailto:nroebuck@wenhamma.gov) or Jennifer Goldson, Planning Consultant 617-872-0958, [jennifer@jmgoldson.com](mailto:jennifer@jmgoldson.com)

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## REPORTS

- TOWN ADMINISTRATOR – Update
- CHAIRMAN
- SELECTMEN



# Town of Wenham

Selectmen / Town Administrator

TEL 978-468-5520

FAX 978-468-8014

## MEMORANDUM

TO: Board of Selectmen  
FROM: Peter Lombardi, Town Administrator  
RE: Town Administrator's Report  
DATE: December 19, 2017

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### **FY19 Budget**

Superintendent Harvey's presentation of the preliminary HWRSD FY19 Budget has been postponed from December 20 to January 3. Accordingly, the Selectmen will not complete their review of the Town's FY19 Budget until their January 16 meeting. The Finance and Advisory Committee will then begin their budget review process, meeting with all Department Heads, starting on January 23.

### **Tree Inventory**

The Town was recently notified that we have been awarded \$5,000 in grant funding from the Massachusetts Interlocal Insurance Association to undertake a comprehensive street tree survey and risk assessment. The \$5,350 balance of the costs needed to complete this project will likely be covered by reserve funds pending review and approval by the Finance and Advisory Committee and Selectmen in the next few weeks. The goal of this work is to establish a baseline understanding of our current street tree inventory, so that we can then develop a program that both removes problem trees and provides for new and/or replacement plantings.

### **Sign Bylaw Violations**

As the Town continues to struggle with many commercial entities putting their signs on town property in violation of our sign bylaw, the Building Inspector sent out warning letters to over 20 repeat offenders last week. Continued violations are subject to fines of \$300 per day. We are also working with town counsel to develop recommendations to bring to Town Meeting this spring for potential revisions to this bylaw, which will be discussed with the Planning Board and Selectmen over the course of the new two months.

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## NEW BUSINESS

- |  |    |
|--|----|
| A. Citizen's Leadership Academy Graduation – Jackie Bresnahan,<br>Special Projects Coordinator           | CH |
| B. 375 <sup>th</sup> Anniversary Committee Donation Acceptance   | JC |
| C. Historic Resources Survey Report and Follow-up with<br>Historic District Commission – Meredith Hiller | CH |
| D. Proposed Memorandum of Understanding Regarding<br>Repairs to Longfellow Road and South Street         | JW |
| E. Town Administrator Performance Evaluation Process   | JW |
| F. Other matters, as may not have been reasonably anticipated<br>by the Chair (Discussion Only)          | JW |

**BOARD OF SELECTMEN MEETING**

*December 19, 2017*

**NEW BUSINESS**

**A.**

**Citizen's Leadership Academy Graduation**

*Jackie Bresnahan, Special Projects Coordinator*

**CH**



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

TEL 978-468-5520 Ext. 4

FAX 978-468-8014

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**TO:** Board of Selectmen & Town Administrator  
**FROM:** Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant  
**RE:** Citizens' Leadership Academy Graduation  
**DATE:** December 19, 2017

On December 6, the attendees of the Second Annual Wenham Citizens' Leadership Academy voted on two mock town meeting measures. First, they voted on the proposed budget for FY 1643. Second, they voted on whether the Town should allow for roller coasters in the residential zoning district. Both articles passed with a majority vote. An amendment to limit the days and hours of operation of the coasters failed, while an amendment to allow for roller coasters only after "when they are invented" (as we were in FY 1643) was passed by the residents of the Wenham Mock Town Meeting.

This activity was one of ten nights that covered local government and Wenham related topics for residents who were interested in learning more about Wenham, their government, and getting involved. Highlights of the program included site visits to the COA, Library, Fire Station, and Police Station; in-depth presentations with Town department heads; and the Mock Town Meeting where residents were able to learn from the Town Clerk and Town Moderator about asking questions, making comments, and voting at Town Meeting.

I would like to take this opportunity to thank all of the attendees for their time, enthusiasm, and participation in our second year of the program. We had 18 residents sign up for the program and 15 residents complete the academy. We were also joined by new members of the Finance & Advisory Committee, members of the BOS, and members of the many boards/committees featured during the sessions. We have received wonderful feedback from residents including compliments to our department heads and board members for their hard work, commitment, and knowledge as well as some topics residents hope to see in the future.

I would also to thank the many department heads, appointed officials, and elected officials who took time to share their passion and expertise on their department, committee, or board. Many department heads shared how much they appreciated the one-on-one interactions with residents and the excellent questions that the participants asked during their sessions.

We hope to continue the program again next year. Look for sign-ups for the Fall 2018 Citizens' Leadership Academy in August 2018!

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## NEW BUSINESS

### B.

## 375<sup>th</sup> Committee Donation Acceptance

- Gift and Donation form for \$9,671 from the 375<sup>th</sup> Anniversary Committee
- 375<sup>th</sup> Anniversary Auction Report from 375<sup>th</sup> Anniversary Committee Chair, Trudy Reid
- Draft Motion



TOWN OF WENHAM  
GIFT/DONATION ACCEPTANCE FORM

TO: Town Administrator

CC: Town Accountant

FROM: 375<sup>th</sup> Anniversary Committee  
Name of Officer, Department, Board or Committee

The above officer, department, board or committee has requested acceptance of the following gift pursuant to Massachusetts General Laws, Chapter 44, Section 53A and further requests that the Board of Selectmen authorize the expenditure of funds for the stated purpose.

375<sup>th</sup> Ann Comm.  
Name of Party Offering Gift

\$ 9,671 (collectively)  
Amount of the Gift

375<sup>th</sup> auction items, drinks, ticket sales etc.  
Purpose for which Gift has been Offered

375<sup>th</sup> events + programs  
Purpose for which Gift will be Expended

Letter Accompanying Gift Attached

APPROVAL OF RECEIPT AND EXPENDITURE OF GIFT BY THE BOARD OF SELECTMEN

At a meeting of the Board of Selectmen on \_\_\_\_\_, the Board of Selectmen voted to authorize the acceptance and any future expenditure of these gift/donation funds for the purpose described above.

\_\_\_\_\_

Once the 375<sup>th</sup> committee was formed early 2017, we knew we wanted to host a social event for the community that would assist with fundraising. Kristen Noon, committee member and the Director for the Museum immediately stepped up and offered us the museum free of charge. We considered other venues but quickly decided the museum was the perfect spot for our event.

A sub-committee was quickly formed to handle press releases, soliciting donations, selecting the caterer, etc.

A week before, with only 50 tickets sold, and 35 or so donated items...needless to say, as Chair I was worried. Within a few days away from the event, and lots of hard work on the part of several committee members, over 90 tickets were bought and we had over 50 items to auction. By the end of the auction night, we had sold 104 tickets and a great time was had by all. Gary Cheeseman was very active in soliciting donations.

The museum was absolutely wonderful to work with. Kristen provided a few of her staff to assist with set up and the layout was perfect. After the tables were set up, the centerpieces arranged, and the lights dimmed...we were off to a great start. By the end of the night, all the auction items had a winner. After all was said and done, paying the bills for the alcohol, food and a few miscellaneous items, the event / mailing campaign netted \$12,922. This amount will certainly go a long way for the events in 2018. To keep the costs down, I reached out to Danversport Functions and they allowed us to borrow some of their tables and linens. I also contacted Barter Brothers Florist in Beverly and they donated the centerpieces for the tables.

As of now, we took the month of December off but will be back at it in January. We plan to have merchandise to sell, team up with the library and museum for talks. We will run a writing contest and an art contest for Wenham residents. Committee member Robert Hicks has been working on history talks and will cap it off with a program featuring students from the high school AP program. We hope to work with many boards and committees to offer a variety of programs, such as Wenham's Board of Health – 375 ways to enjoy Wenham's recreation spaces. Our goal is to have a parade / family day in September and we will finish up the year with a History of Annual Town Meeting (as part of the Citizens Academy) working with the town and First Church.

Thank you to the Board, Peter, Jackie and Nicci for the support you have given. Dianne Bucco (committee member) has also been a great help. She held many of the auction items in her vault, took in ticket money, promoted the event on her Town Clerk facebook page, as well as a being one of the auction sub-committee members.

*Trudy Reid*

375<sup>th</sup> Chair

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## DRAFT MOTION

### Donation of 375<sup>th</sup> Anniversary Committee Funds

- Vote: I move the Board of Selectmen accept donations totaling \$9,671 from the 375<sup>th</sup> Anniversary Committee, proceeds from their Silent Auction, to help fund events surrounding our 375<sup>th</sup> Anniversary celebration.

Seconded / Discussion/ Vote

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## NEW BUSINESS

### C.

## **Historic Resources Survey Report and Follow Up with Historic District Commission**

*Meredith Hiller*

- Wenham Historical Commission Community-Wide Historic Properties Survey Completion Report from James Howard, Project Manager, October 2017
- Wenham Community-Wide Historic Properties Survey for the Wenham Historical Commission, Stacy Spies & Wendy Frontiero, Historic Preservation Consultants, June 2017
- By-Laws of the Town of Wenham, Chapter XXV Wenham Historical Commission
- Wenham Historic District Commission Guidelines – Application Review Process

**Wenham Historical Commission  
Wenham Community-Wide  
Historic Properties Survey  
Completion Report  
October, 2017**

## **1 Description of the Project**

The purpose of this project was to undertake a historic resources survey for the Wenham Historical Commission (WHC). The survey includes historic resources located in Wenham but outside of the local and National Register-listed Wenham Historic District. The objective was to research and document on standard MHC forms built prior to 1890 or, if constructed after 1890, that appeared to be historically or architecturally significant. A target list provided by the WHC, was used as a starting point for the survey. The majority of the buildings surveyed were late 18<sup>th</sup>-, 19<sup>th</sup>-, and early 20<sup>th</sup>-century single-family dwellings of vernacular design. The survey uncovered some unexpected results, including a notable collection of ca. 1920s single-family dwellings located along Monument Street, three Mid-Century Modern dwellings of architectural interest, and, one rare International Style/Art Modern dwelling.

Form B – Building inventory forms were prepared for 61 primary buildings and seven (7) secondary buildings and structures. Form A – Area inventory forms were prepared for five (5) areas involving 52 buildings. National Register contexts were identified in the areas of: Growth of Wenham Neck (ca. 1725-1940); Expansion of Wenham Village to Cherry Street and Cedar Street Area (ca. 1775-1925); Expansion of Wenham Village to Larch Row and Patch Avenue (ca. 1840-ca.1920); Greek Revival Domestic Architecture in Wenham (1840-1860); Apiarist and Innovator Henry Alley, Sr. (1858-1908); Gold Coast Estates (ca. 1880-1915); Philanthropy during the Progressive Period (1909-1970); Civil Engineering and Water Supply (1915-1925); Early Suburbanization (1915-1940); Education in Wenham (1906-1970); and, Mid-Twentieth Century Suburbanization (1940-1953).

As a result of the survey, (6) historic districts and thirteen (13) individual properties are recommended as eligible for listing on the National Register of Historic Places.

## **2. Methodology**

The Wenham Historical Commission provided the consultants with a target list of 92 properties that WHC believed to have been constructed prior to 1890 as well as several non-residential buildings and structures constructed after 1890. Construction dates were provided by the tax assessor's office and were not necessarily reliable. Included in this target list were the five buildings included in the First Period Thematic Resource Nomination. The thematic resource nomination focused on the construction and design

of First Period dwellings; as a result, neither later alterations nor building histories were undertaken.

All of the pre-1890 buildings on the target list are residential; some of them include outbuildings. The predominance of single-family residential buildings included in this list is reflective of the composition of Wenham's built environment. The post-1890 buildings identified by the WHC are public in nature: schools; a canal and associated pump building; and, municipally-owned recreation land and facilities.

After discussion with MHC and the WHC, the consultants were authorized (1) to identify buildings beyond the target list that appear to fit the pre-1890 construction date profile and (2) to identify post-1890 buildings that are of sufficient architectural or historical significance to warrant documentation.

Phase 1 involved reconnaissance survey to obtain a sense of property types and styles, architectural integrity, and geographical distribution. Buildings on the target list that did not retain sufficient architectural integrity were removed from the proposed survey list.

Initial observations of target list properties revealed:

- As anticipated, the majority of the buildings on the target list were late 18<sup>th</sup>- and 19<sup>th</sup>-century single-family dwellings of vernacular design.
- Several locations had potential as Area Forms, including Friend Court, the intersection of Cherry Street and Cedar Street, the intersection of Dodges Row and Larch Row, and Arbor Street between Bruce Lane and Main Street.
- Of the buildings included on the target list, fewer than 10 buildings had been too significantly altered to remain on the target list.
- Of the buildings on the target list, at least five were not visible from the public way.

The reconnaissance survey uncovered some unexpected results:

- A notable collection of ca. 1920 single-family dwellings located along Monument Street that appeared to have potential as a historic district.
- Three Mid-Century Modern dwellings of architectural interest and a high level of integrity.
- One rare International Style/Art Modern dwelling.

Consideration for inclusion in the Survey was influenced by visibility, physical context, and related planning processes. Efforts to create a demolition delay by-law were defeated at Town Meeting in 2016. However, concerns about demolition and subsequent subdivision have brought land-use pressures into focus. For example, the First Period

Henry Perkins House, 75 Arbor Street (WNH.112) (NRIND/NRTRA 1990) was demolished in May 2011.

Given ongoing concerns regarding demolition threats, priority was given to efforts to document the largest number of properties possible. With hopes of continuing the community discussion of a demolition delay by-law, the WHC sought a framework within which properties could be identified for demolition delay protection. Although additional information on First Period Houses is desirable, listing on the National Register of Historic Places provides *de facto* significance for the purposes of creating a demolition delay by-law. Therefore, survey of First Period houses was deferred in favor of previously unsurveyed properties.

**The following criteria for selecting properties for survey were chosen:**

- Inclusion on the target list;
- Not currently listed on the National Register of Historic Places;
- Architectural quality and integrity: Higher rather than lower, given the extent of other inventoried properties; Strength and clarity of visual character are important factors;
- Historical Merit: Resources associated with themes or events that represent patterns in local history;
- Contribution to the streetscape: Visibility, prominence, relation to nearby properties that may better demonstrate historical or architectural themes as a group than as individual properties;
- Threats: Including demolition or subdivision;
- Construction date prior to 1890;
- Locally unusual or under-documented resource types: e.g. mid-century modern dwellings;
- Buildings located outside the Historic District that were inventoried during the 1970s and still retain a sufficiently high level of architectural integrity and historic significance to warrant re-surveying to present-day standards.

The buildings re-surveyed are:

WNH.111	Wenham First Baptist Church	6 Dodges Row
WNH.113	Kimball, Edmund House	20 Arbor Street
WNH.120	Center Junior High School	11 School Street

**PROCEDURES AND PRODUCTS**

The Survey followed the basic procedures of all inventory work: field survey; research; evaluation; and, production of inventory forms.

In Phase I, preliminary work encompassed a reconnaissance survey of the types and geographical distribution of cultural resources throughout the town of Wenham, site observation of all of the target list properties visible from the public way, and an overview of documentary research with which to establish a context for analyzing target

list properties. Criteria for selecting and removing properties from the target list were developed in collaboration with the WHC and MHC. Potential additional properties were suggested as a result of field reconnaissance, where distinctive properties previously overlooked might be identified.

In Phase 2, architectural assessments and documentary research were continued, agreed-upon selection criteria were applied to the target list, and a final list of specific properties to be surveyed was developed in collaboration with the WHC and the MHC. Draft inventory forms for different property types were produced for review and comment by the WHC and the MHC.

In Phase 3, Form B – Building inventory forms were prepared for 61 primary buildings and seven (7) secondary buildings and structures. Form A – Area inventory forms were prepared for five (5) areas involving 52 buildings. Potential National Register contexts were identified, and National Register criteria were applied to all inventoried resources.

Research sources included town directories, historic atlases, town histories, and local history resources at the Beverly Public Library and the Hamilton-Wenham Public Library, and professional journals. When merited and where possible, state and federal censuses and genealogical information were consulted through Ancestry.com. Additional information was acquired through online sources such as Findagrave.com and Babel.Hathitrust.com. When merited, the Essex County Registry of Deeds was also consulted.

In Phase 4, inventory forms were finalized and numbered according to MHC requirements. National Register Criteria Statements were finalized, and a final base map and street index of all inventoried properties was prepared. Copies of the final report and inventory forms are on file with the Massachusetts Historical Commission and Wenham Town Hall.

### **3. Explanation of Accomplishments**

The initial definition of this project called for a survey of the properties in the Town of Wenham that were outside of the Historic District that were build prior to 1890. 92 properties meeting these qualifications were to be surveyed. At the kickoff meeting with the Massachusetts Historic Commission, the MHC recommended that the survey include historically significant properties built after 1890. The Wenham Historical Commission agreed to do so. In order to stay within the overall budget for the project it was further agreed that for each property built after 1890 added to the list, a property on the original list judged to be historically insignificant would be dropped from the list to be surveyed. So, properties such as the Center School, the Buker School, The Iron Rail, and the Wenham Canal were added to the list of properties to be surveyed. In addition, after the consultants completed their preliminary survey of the areas outside of the Historic District, they identified several architecturally significant properties built in the 20<sup>th</sup> century and several areas that they considered architecturally and historically significant. After discussion with the WHC and the MHC, these properties and areas were added to

the project and several more properties on the original list were dropped to make room for the additions.

As a result of these changes, the final completed survey essentially contains surveys of all the most historically and architecturally significant properties in Wenham that are outside of the Historic District. It is thus a more useful survey for the purposes of the WHC. The Commission's primary role is to assess the impact on Historic properties of major construction projects or possible demolitions. The other major responsibility of the Commission is to prepare long term plans to preserve the properties that survey has identified as architecturally or historically significant.

#### **4. Budget Narrative**

The budget for this project was \$20,000. All of the \$20,000 was for the consultant fees. The consultants were paid \$20,000 for the project. There were no other expenses.

James M. Howard

Project Manager

# **WENHAM COMMUNITY-WIDE HISTORIC PROPERTIES SURVEY**



For the  
**Wenham Historical Commission**

**Stacy Spies and Wendy Frontiero,  
Historic Preservation Consultants**

**June 2017**

## **ABSTRACT**

The purpose of this project was to undertake a historic resources survey for the Wenham Historical Commission (WHC). The survey includes historic resources located in Wenham but outside of the local and National Register-listed Wenham Historic District. The objective was to research and document on standard MHC forms built prior to 1890 or, if constructed after 1890, that appeared to be historically or architecturally significant.

A target list provided by the WHC, was used as a starting point for the survey. The majority of the buildings surveyed were late 18<sup>th</sup>-, 19<sup>th</sup>-, and early 20<sup>th</sup>-century single-family dwellings of vernacular design. The survey uncovered some unexpected results, including a notable collection of ca. 1920s single-family dwellings located along Monument Street, three Mid-Century Modern dwellings of architectural interest, and, one rare International Style/Art Moderne dwelling.

Form B – Building inventory forms were prepared for 61 primary buildings and seven (7) secondary buildings and structures. Form A – Area inventory forms were prepared for five (5) areas involving 52 buildings. National Register contexts were identified in the areas of: Growth of Wenham Neck (ca. 1725-1940); Expansion of Wenham Village to Cherry Street and Cedar Street Area (ca. 1775-1925); Expansion of Wenham Village to Larch Row and Patch Avenue (ca. 1840-ca.1920); Greek Revival Domestic Architecture in Wenham (1840-1860); Apiarist and Innovator Henry Alley, Sr. (1858-1908); Gold Coast Estates (ca. 1880-1915); Philanthropy during the Progressive Period (1909-1970); Civil Engineering and Water Supply (1915-1925); Early Suburbanization (1915-1940); Education in Wenham (1906-1970); and, Mid-Twentieth Century Suburbanization (1940-1953).

As a result of the survey, we recommend six (6) historic districts and thirteen (13) individual properties as eligible for listing on the National Register of Historic Places.

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## **1. Methodology**

### **SURVEY OBJECTIVES**

The purpose of this project was to undertake a historic resource survey of significant historical resources located outside of the local and National Register-listed Wenham Historic District. In 1972, the Wenham Historic District was created. All of the historic resources within the Historic District were researched and documented to the levels required at that time on standard Massachusetts Historical Commission (MHC) inventory forms and are now in the MHC's MACRIS database. Documentation outside of the Historic District is scant. Five resources outside of the historic district are listed on the National Register of Historic Places as part of the First Period Buildings of Eastern Massachusetts Thematic Resource Nomination. (A sixth building included in this nomination was demolished in 2011.) Seven properties outside of the Historic District that are not listed on the National Register of Historic Places were documented with MHC forms in the late 1970s.

The objective of this project was to research and document on standard MHC forms approximately 92 buildings located outside of the Historic District that were built prior to 1890, as well as buildings and structures constructed after 1890 that are considered particularly significant to the history of the Town of Wenham. The objective was also to identify historic resources that meet the criteria for the National Register of Historic Places and to make recommendations for nomination of such properties.

### **CRITERIA FOR SELECTING PROPERTIES FOR SURVEY**

Wenham Historical Commission provided the consultants with a target list of 92 properties that WHC believed to have been constructed prior to 1890 as well as several non-residential buildings and structures constructed after 1890. Construction dates were provided by the tax assessor's office and were not necessarily reliable. Included in this target list were the five buildings included in the First Period Thematic Resource Nomination. The thematic resource nomination focused on the construction and design of First Period dwellings; as a result, neither later alterations nor building histories were undertaken.

All of the pre-1890 buildings on the target list are residential; some of them include outbuildings. The predominance of single-family residential buildings included in this list is reflective of the composition of Wenham's built environment. The post-1890 buildings identified by the WHC are public in nature: schools; a canal and associated pump building; and, municipally-owned recreation land and facilities.

After discussion with MHC and the WHC, the consultants were authorized (1) to identify buildings beyond the target list that appear to fit the pre-1890 construction date profile

and (2) to identify post-1890 buildings that are of sufficient architectural or historical significance to warrant documentation.

Phase 1 involved reconnaissance survey to obtain a sense of property types and styles, architectural integrity, and geographical distribution. Buildings on the target list that did not retain sufficient architectural integrity were removed from the proposed survey list.

Initial observations of target list properties revealed:

- As anticipated, the majority of the buildings on the target list were late 18<sup>th</sup>- and 19<sup>th</sup>-century single-family dwellings of vernacular design.
- Several locations had potential as Area Forms, including Friend Court, the intersection of Cherry Street and Cedar Street, the intersection of Dodges Row and Larch Row, and Arbor Street between Bruce Lane and Main Street.
- Of the buildings included on the target list, fewer than 10 buildings had been too significantly altered to remain on the target list.
- Of the buildings on the target list, at least five were not visible from the public way.

Our reconnaissance survey uncovered some unexpected results:

- A notable collection of ca. 1920 single-family dwellings located along Monument Street that appeared to have potential as a historic district.
- Three Mid-Century Modern dwellings of architectural interest and a high level of integrity.
- One rare International Style/Art Moderne dwelling.

Consideration for inclusion in the Survey was influenced by visibility, physical context, and related planning processes. Efforts to create a demolition delay by-law were defeated at Town Meeting in 2016. However, concerns about demolition and subsequent subdivision have brought land-use pressures into focus. For example, the First Period Henry Perkins House, 75 Arbor Street (WNH.112) (NRIND/NRTRA 1990) was demolished in May 2011.

Given ongoing concerns regarding demolition threats, priority was given to efforts to document the largest number of properties possible. With hopes of continuing the community discussion of a demolition delay by-law, the WHC sought a framework within which properties could be identified for demolition delay protection. Although additional information on First Period Houses is desirable, listing on the National Register of Historic Places provides *de facto* significance for the purposes of creating a demolition

delay by-law. Therefore, survey of First Period houses was deferred in favor of previously unsurveyed properties.

**The following criteria for selecting properties for survey were chosen:**

- Inclusion on the target list;
- Not currently listed on the National Register of Historic Places;
- Architectural quality and integrity: Higher rather than lower, given the extent of other inventoried properties; Strength and clarity of visual character are important factors;
- Historical Merit: Resources associated with themes or events that represent patterns in local history;
- Contribution to the streetscape: Visibility, prominence, relation to nearby properties that may better demonstrate historical or architectural themes as a group than as individual properties;
- Threats: Including demolition or subdivision;
- Construction date prior to 1890;
- Locally unusual or under-documented resource types: e.g. mid-century modern dwellings;
- Buildings located outside the Historic District that were inventoried during the 1970s and still retain a sufficiently high level of architectural integrity and historic significance to warrant re-surveying to present-day standards.

The buildings re-surveyed are:

WNH.111	Wenham First Baptist Church	6 Dodges Row
WNH.113	Kimball, Edmund House	20 Arbor Street
WNH.120	Center Junior High School	11 School Street

## **PROCEDURES AND PRODUCTS**

The Survey followed the basic procedures of all inventory work: field survey; research; evaluation; and, production of inventory forms.

In Phase I, preliminary work encompassed a reconnaissance survey of the types and geographical distribution of cultural resources throughout the town of Wenham, site observation of all of the target list properties visible from the public way, and an overview of documentary research with which to establish a context for analyzing target list properties. Criteria for selecting and removing properties from the target list were developed in collaboration with the WHC and MHC. Potential additional properties were suggested as a result of field reconnaissance, where distinctive properties previously overlooked might be identified.

In Phase 2, architectural assessments and documentary research were continued, agreed-upon selection criteria were applied to the target list, and a final list of specific properties to be surveyed was developed in collaboration with the WHC and the MHC.

Draft inventory forms for different property types were produced for review and comment by the WHC and the MHC.

In Phase 3, Form B – Building inventory forms were prepared for 61 primary buildings and seven (7) secondary buildings and structures. Form A – Area inventory forms were prepared for five (5) areas involving 52 buildings. Potential National Register contexts were identified, and National Register criteria were applied to all inventoried resources.

Research sources included town directories, historic atlases, town histories, and local history resources at the Beverly Public Library and the Hamilton-Wenham Public Library, and professional journals. When merited and where possible, state and federal censuses and genealogical information were consulted through Ancestry.com. Additional information was acquired through online sources such as Findagrave.com and Babel.Hathitrust.com. When merited, the Essex County Registry of Deeds was also consulted.

In Phase 4, inventory forms were finalized and numbered according to MHC requirements. National Register Criteria Statements were finalized, and a final base map and street index of all inventoried properties was prepared. Copies of the final report and inventory forms are on file with the Massachusetts Historical Commission and Wenham Town Hall.

## 2. Inventoried Properties

AREA FORMS			Survey Number	Block/Lot
<b>Arbor Street</b>	<b>WNH.E</b>			
11	Arbor St	Henry H. Demsey House	WNH.179, NRHD#73000852	19-0027
14	Arbor St	Sarah J. Brewer House	WNH.180	19-0087
16	Arbor St	Samuel P. Fowler House	WNH.181	13-0027
17	Arbor St	Charles Elliott House	WNH.182	13-0026
19	Arbor St		WNH.183	13-0025
19	Arbor St	Carriage House / Shop	WNH.184	13-0025
20	Arbor St	Kimball-Clark House	WNH.113	13-0038
20	Arbor St	Kimball-Clark Barn	WNH.185	13-0038
22	Arbor St	John J. Center House	WNH.186	13-0039
24	Arbor St	Webster Dodge House	WNH.187	13-0041
26	Arbor St	Alonzo C. Perkins House	WNH.188	13-0042
27	Arbor St		WNH.189	13-0020
28	Arbor St	Otis Brewer House	WNH.190	13-0046
32	Arbor St	Dickinson House	WNH.191	13-0047
33	Arbor St	George B. Dodge House	WNH.192	13-0018
34	Arbor St	Herbert Whiting House	WNH.193	13-0048
36	Arbor St	Hiram Clay, Jr. House	WNH.194	13-0049
<b>Friend Court</b>	<b>WNH.F</b>			
8	Friend Court	Harry and Lena Pulsifer House	WNH.195	019-0041
9	Friend Court	Simeon Dodge House	WNH.196	019-0043
10	Friend Court		WNH.197	019-0040
11	Friend Court	William Porter House	WNH.198	019-0044
13	Friend Court	Arthur Stanton House	WNH.199	019-0045
15	Friend Court	W.L. Barker House	WNH.200	019-0046
16	Friend Court	Henry Moulton House	WNH.201	019-0039
17	Friend Court		WNH.202	019-0047
20	Friend Court	Charles Trowt House	WNH.203	019-0038
21	Friend Court	Fred and Mary Stanton House	WNH.204	019-0048
22	Friend Court		WNH.205	019-0037
23	Friend Court		WNH.206	019-0049
25	Friend Court	Alexander Begg House	WNH.207	019-0050
29	Friend Court		WNH.208	019-0051

**Iron Rail Vacation Home WNH.G**

91	Grapevine Rd	Iron Rail Vacation Home Gymnasium	WNH.209	031-0001
91	Grapevine Rd	Iron Rail Vacation Home Barn	WNH.210	031-0001
91	Grapevine Rd	Iron Rail Vacation Home Garage	WNH.211	031-0001

**Monument Street WNH.H**

10	Cherry St.	William and Emma Ludden House	WNH.212	019-0010
1	Monument St.	J. Porter Brown – Kennard House	WNH.23; NRHD#73000852	019-0012
7	Monument St.	Jennie M. Kennard House	WNH.213	019-0013
11	Monument St	Mary L. Case House	WNH.214	019-0014
15	Monument St.		WNH.215	019-0015
19	Monument St.	Jonathan and Mary Preston House	WNH.216	018-0049
20	Monument St.	Orpheus and Alice Woodbury House	WNH.217	019-0017
25	Monument St.	William Arthur Trowt House	WNH.218	018-0048
26	Monument St.	Benjamin M. Smith House	WNH.219	018-0051
29	Monument St.	Benjamin and Ethel Waggott House	WNH.220	018-0047
30	Monument St.	Ralph and Ella Smith House	WNH.221	018-0052
33	Monument St.	John Whittier House	WNH.222	018-0046

**Wenham Neck WNH.I**

201	Larch Row	Andrew Dodge House	WNH.223	0021-0002-000A
201	Larch Row	Andrew Dodge Barn	WNH.224	0021-0002-000A
201	Larch Row	Andrew Dodge Barn	WNH.225	0021-0002-000A
204	Larch Row	Adeline P. Cole House	WNH.226	030-0005
211	Larch Row	John L. Curtis House	WNH.227	021-0022
6	Dodges Row	Wenham Neck Baptist Church	WNH.111	029-0007
6	Dodges Row	Wenham Neck Baptist Church Parish Hall	WNH.228	029-0007
10	Dodges Row	Abraham Dodge House	WNH.229	029-0006
14	Dodges Row	Abraham Dodge House	WNH.230	029-0008
14	Dodges Row	Abraham Dodge Screen House	WNH.231	029-0008

## INDIVIDUAL FORMS

Address		Survey Number	Block/Lot
55 Arbor St	Robert and Dorothy Bliss House	WNH.124	013-0017
14 Burnham Rd	Elaine and Mayer Weisman House	WNH.125	035-0032
6 Cedar St	Benjamin and Elvira Putnam House	WNH.126	018-0016
8 Cedar St	George and Martha Parsons House	WNH.127	018-0017
10 Cedar St	Augustus and Margaret Standley House	WNH.128	018-0018
12 Cedar St	Kenneth and Bernice Cook House	WNH.129	018-0019
14 Cedar St	Howard and Hannah Goodale House	WNH.130	018-0020
14 Cedar St	Howard Goodale Shop	WNH.131	018-0020
15 Cedar St	George and Judith Jones House	WNH.132	018-0004
18 Cedar St	Edmund and Elizabeth Batchelder House	WNH.133	018-0021
26 Cedar St	Batchelder House	WNH.134	018-0022
14 Cherry St	Brown-Corbett-Lord House	WNH.135	019-0009
17 Cherry St	John Caves House	WNH.136	018-0008
18 Cherry St	Elbridge and Mary Gerry House	WNH.137	018-0028
20 Cherry St	Lizzie and Langdon Phillips House	WNH. 138	018-0029
21 Cherry St	Thomas Kimball House	WNH.139	018-0009
22 Cherry St	Horace and Bessie Caves House	WNH.140	018-0032
24 Cherry St	Samuel and Elizabeth Plummer House	WNH.141	018-0033
26 Cherry St	George and Elizabeth Howe House	WNH.142	018-0034
30 Cherry St	Joseph and Mary Cook	WNH.143	018-0035
31 Cherry St	Batchelder House	WNH.144	018-0014
35 Cherry St		WNH.145	018-0026
42 Cherry St	William and Ellen Tucker House	WNH.146	018-0038
44 Cherry St	Edmund and Charlotte Batchelder House	WNH.147	018-0039
69 Cherry St	Durland-Hoyt House	WNH.148	018-0002
130 Cherry St	Currier-Hayes Farm	WNH.149	017-0014-000A

72	Dodges Row	Dodge-Babcock House	WNH.150	039-0006
77	Dodges Row	Philip S. Young House	WNH.151	039-0008-000A
86	Dodges Row	Julia Young House	WNH.152	039-0005
88	Dodges Row	Philip and Pamela Young House	WNH.153	039-0004
96	Dodges Row	Dodge House	WNH.154	039-0003
14	Grapevine Rd	Charlotte and Nicholas Dodge, Jr. House	WNH.155	030-0007
349	Grapevine Rd	Samuel and Mary Preston House	WNH.156	048-0009
7	Larch Row	Israel D. Barnes House	WNH.157	019-0064
13	Larch Row	Francis W. Merrill House	WNH.158	019-0058
14	Larch Row	Henry Alley, Sr. House	WNH.159	019-0054
14	Larch Row	Henry Alley, Sr. Plaque	WNH.908	019-0054
19	Larch Row	Moses and Lydia Wilkins House	WNH.160	019-0057
173	Larch Row	Susan DeForest Parker House	WNH.161	029-0004
	Old Town Way	Salem and Beverly Water Supply Board Pumping Station	WNH.162	005-0001
	Old Town Way	Salem and Beverly Water Supply Wenham Canal	WNH.909	005-0001
8	Patch Ave	Austin and Mabel Patch House	WNH.163	019-0052
10	Patch Ave	Henry and Elizabeth Patch House	WNH.164	019-0053
13	Perkins St	Nathan and Nancy Jones House	WNH.165	013-0032
24	Perkins St	William Cummings House	WNH.166	013-0029
40	Perkins St	Henry and Louise Woodason House	WNH.167	013-0125
16	Pleasant St	Sargent and Sarah Knowlton House	WNH.168	012-0022
16	Pleasant St	Sargent and Sarah Knowlton Barn	WNH.169	012-0022
75	Pleasant St	Herbert and Betty Cheeseman House	WNH.170	012-0008
1	Porter St	Ira and Sarah Trask House	WNH.171	013-0082
1	Porter St	Ira and Sarah Trask Carriage House	WNH.172	013-0082
7	Porter St	Everett and Blanche Sears House	WNH.173	013-0080
5	School St	Bessie Buker School	WNH.174	013-0044
11	School St	Center School	WNH.120	013-0044
212	Topsfield Rd	Joseph T. and Lydia Haskell	WNH.175	009-0004

	House		
212	Topsfield Rd	Iori West Poultry Barn	WNH.176
212	Topsfield Rd	Iori East Poultry Barn	WNH.177
10	Walnut Rd	Wentworth and Eleanor Fay	WNH.178
		Kennard House	
			009-0004
			009-0004
			014-0030

### **3. National Register of Historic Places Eligibility Recommendations**

#### **A. Historic Contexts**

**Context: *Growth of Wenham Neck (ca. 1725-1940)***

Consisting of well-preserved domestic and ecclesiastical designs dating from the 18<sup>th</sup> and 19<sup>th</sup> centuries, Wenham Neck is associated with the development of Wenham from a rural manufacturing and agricultural community to a suburban community. This crossroads village was established during the 18<sup>th</sup> century at the intersection of the Beverly to Hamilton road (Dodges Row and Walnut Road) and the Wenham to Manchester Road (Larch Row and Grapevine Road). Agriculture and animal husbandry were the main occupation of Wenham residents and grain and corn were the primary production. Mills were in operation in Wenham Neck in the 18<sup>th</sup> century, including the Josiah Dodge grist mill and the John Dodge saw mill on the Miles River at Dodges Row. During the early 19<sup>th</sup> century, the village expanded with the construction of the First Baptist Church in 1826. The agricultural community was active through the 19<sup>th</sup> century with large farms surrounding the village. Beginning at the turn of the 20<sup>th</sup> century, the large farms became attractive to wealthy businessmen and their families as summer or retirement properties. Resources recommended under this context have local significance.

Wenham Neck Area (WNH. I)  
Dodge-Babcock House, 72 Dodges Row (WNH.150)  
Dodge House, 96 Dodges Row (WNH.154)

**Context: *Expansion of Wenham Village to Cherry Street and Cedar Street Area (ca. 1775-1925)***

Cherry Street developed during the 17<sup>th</sup> century as an east-west connector between two major north/south roadways: Main Street and present-day Topsfield Road. With the growth of Wenham village during the 18<sup>th</sup> century, the village expanded westward along the "the road to Topsfield," i.e. Cherry Street. Early residents such as Israel Batchelder and Solomon Caves were farmers with large tracts surrounding their dwellings (e.g. 18 Cedar Street). Cedar Street was laid out ca. 1825 and was known as "the road to North Beverly." By the beginning of the 19<sup>th</sup> century, residents were more typically tradespeople, especially cordwainers, and, without a need for agricultural land, constructed their houses on small lots near the village center. During the late 19<sup>th</sup> century and into the first decades of the 20<sup>th</sup> century, residents also included streetcar drivers, laborers, and teamsters. The majority of houses in the Cherry Street / Cedar Street district feature vernacular Greek Revival, gable-front forms. Vernacular forms of Federal, Georgian, and Colonial Revival styles are also represented. Resources recommended under this context have local significance.

Benjamin and Elvira Putnam House, 6 Cedar St. (WNH.126)  
 George and Martha Parsons House, 8 Cedar St. (WNH.127)  
 Augustus and Margaret Standley House, 10 Cedar St. (WNH.128)  
 Howard and Hannah Goodale House & Shop, 14 Cedar St. (WNH.130, WNH.131)  
 George and Judith Jones House, 15 Cedar St., (WNH.132)  
 Edmund and Elizabeth Batchelder House, 18 Cedar St. (WNH.133)  
 Batchelder House, 26 Cedar St. (WNH.134)  
 Brown-Corbett-Lord House, 14 Cherry St (WNH.135)  
 John Caves House, 17 Cherry St (WNH.136)  
 Elbridge and Mary Gerry House, 18 Cherry St. (WNH.137)  
 Lizzie and Langdon Phillips House, 20 Cherry St. (WNH.138)  
 Thomas Kimball House, 21 Cherry St. (WNH.139)  
 Horace and Bessie Caves House, 22 Cherry St. (WNH.140)  
 Samuel and Elizabeth Plummer House, 24 Cherry St. (WNH.141)  
 George and Elizabeth Howe House, 26 Cherry St. (WNH.142)  
 Joseph and Mary Cook House, 30 Cherry St. (WNH.143)  
 Batchelder House, 31 Cherry St. (WNH.144)  
 William and Ellen Tucker House, 42 Cherry St. (WNH.146)  
 Edmund and Charlotte Batchelder House, 44 Cherry St. (WNH.147)

**Context:     *Expansion of Wenham Village to Larch Row and Patch Avenue (ca. 1840-ca.1920)***

The neighborhood along Larch Row developed during the 1840s as an extension of the historic Wenham village core along Main Street. Larch Row served as the connecting road from Wenham to Manchester. Populated nearly entirely by cordwainers in the mid-19<sup>th</sup> century, this neighborhood is representative of the dramatic rise in the shoemaking trade in Wenham during the middle decades of the 19<sup>th</sup> century. This densely-developed neighborhood contained ten-footer shops in side yards but also allowed residents access to workshops and small factories on nearby Main Street. The buildings feature Greek Revival stylistic features popular during that time. Resources recommended under this context have local significance.

Israel D. Barnes House, 7 Larch Row (WNH.157)  
 Francis W. Merrill House, 13 Larch Row (WNH.158)  
 Henry Alley, Sr. House, 14 Larch Row (WNH.159)  
 Moses and Lydia Wilkins House, 19 Larch Row (WNH.160)  
 Austin and Mabel Patch House, 8 Patch Ave. (WNH.163)  
 Henry and Elizabeth Patch House, 10 Patch Ave. (WNH.164)

**Context: Greek Revival Domestic Architecture in Wenham (1840-1860)**

Between 1830 and 1870, Wenham's population grew by 61%, largely as a result of the new shoemaking industry. The resultant increase in residential construction resulted in many Greek Revival style dwellings, the most popular stylistic choice in Wenham during this period. Most houses were restrained in use of ornament and typically retained conservative, side-gabled plans. 24 Perkins Street is an unusual example in Wenham of the use of flushboard on the façade. The building contains Greek Revival features found in other examples locally, however, the flushboard treatment is a rare survivor. 24 Cherry Street is a carefully detailed example of small-scale, early 19<sup>th</sup> century housing in Wenham. Well preserved and largely intact, 24 Cherry Street is modest in scale and style, yet clearly represents an ambitious aesthetic intent. The design is notable for its compact front-gable form, recessed main entrance, bold trim, tri-partite facade window sash, and monumental granite block foundation. 26 Cherry Street is a fine example of a modest Greek Revival cottage in Wenham. The ambitious design at 26 Cherry Street is notable for its front gable form and side-hall plan, brick foundation, its attentively detailed and recessed entrance, robust wall trim, period window moldings, and original or early ell. Resources recommended under this context have local significance.

Samuel and Elizabeth Plummer House, 24 Cherry St. (WNH.141)

George and Elizabeth Howe House, 26 Cherry St. (WNH.142)

William Cummings House, 24 Perkins St. (WNH.166)

**Context: Apiarist and Innovator Henry Alley, Sr. (1858-1908)**

Henry Alley, Sr. (1835-1908) was an innovator, author, and educator with wide-ranging influence in the field of apiculture. Although Alley was employed as a shoemaker into the 1870s, his affinity lay with bee keeping as early as the age of 23 when he acquired his first hive (circa 1858). By the mid-19<sup>th</sup> century, a market for young queen bees had developed. By 1861, Alley was one of just three beekeepers in the United States producing queens for sale. By 1880, Alley had established his Bay State Apiary and was working full time as an apiarist.

Alley eagerly shared his knowledge with apiarists worldwide. Alley wrote extensively on apiculture. For ten years beginning in 1883, Alley was a regular contributor to "The American Apiculturist," a journal published in Salem, Massachusetts. Alley's books on the subject include: *The beekeeper's handy book; or, Twenty-two years' experience in queen-rearing.* (1883); *Thirty years among the bees.* (1893); *The national beekeepers' directory.* (1889); and, *Improved queen-rearing or how to rear large, prolific, long-lived queen bees* (1903). Alley was also a prolific inventor. Among his inventions are: the Alley Drone Trap, the Alley Shipping Cage, the Alley Smoker, and the Bay State Bee Hive. Resource recommended under this context has state and regional significance.

Henry Alley, Sr. House, 14 Larch Row (WNH.159)

**Context: Gold Coast Estates (ca. 1880-1915)**

During the late nineteenth and early twentieth centuries, North Shore communities experienced a dramatic shift away from rural agricultural and manufacturing uses toward the use of the land for lavish “summer home” estates. While coastal properties such as those at Prides Crossing in adjacent Beverly experienced the most lavish estates, nearby inland communities such as Wenham experienced similar pressures. Wenham’s open farmland and picturesque villages were fertile ground for upper-class patrons seeking to transform quaint farms into pastoral summer estates. In Wenham, large estates were generally constructed outside the town center. Examples include *Princemere*, now the admissions building at Gordon College, and *Penguin Hall*, now a private girls’ school, as well as the Burnham estate on Topsfield Road and the former Sias estate on Walnut Road. Smaller, less ostentatious properties were created in Wenham Neck and along Cherry Street west of the village center. In Wenham, many of these properties retained some aspect of agricultural use in a romantic nod to country life. However, work on the farm was not undertaken by the owners, but rather by hired staff and farmers.

The Currier-Hayes Farm (Elmwood Farm), is an example of a working ancestral farm that was transformed into a weekend home. The Currier-Hayes House was constructed on ancestral land of farmers Samuel and Emily Ober. Shortly after the destruction of the 17<sup>th</sup> century Ober house in 1889 due to a fire, Emily Currier, the Obers’ granddaughter, constructed the house at 130 Cherry Street. Emily and her husband, Benjamin Currier, lived very different lives than those of her grandparents; Benjamin Currier was a wholesale clothing dealer and manufacturer for a chain of clothing stores. 130 Cherry Street was intended to be a summer home. Resource recommended under this context has local significance.

The Currier-Hayes Farm (Elmwood Farm), 130 Cherry Street (WNH.149)

**Context: Philanthropy during the Progressive Period (1909-1970)**

Against the backdrop of Social Register recreation by Gold Coast residents lay an awareness, by some, of the difficulties inherent in the industrial economy that made possible their wealth. The early decades of the twentieth century saw an outreach by upper-class women to assist working-class women in the mill towns and inner cities through the creation of settlement houses and respite homes. The Iron Rail Vacation Home was part of a social movement to provide recreation for working women in a morally-uplifting setting. In 1909, steel magnate Henry Clay Frick purchased the Iron Rail property for his 20-year-old daughter, Helen Clay Frick, so that she could establish the Iron Rail Vacation Home. Helen Clay Frick established the retreat for girls and

young women who worked in the mills in Lowell, Lawrence, and elsewhere in northeastern Massachusetts. Women visited for two weeks each summer. In 1954, the property was transferred to the Girls' Clubs of America and the property was used as a summer camp, among other uses. Helen Frick made financial contributions until the 1970s. Resource recommended under this context has statewide significance.

Iron Rail Vacation Home, 91 Grapevine Street (WNH.G)

**Context: Civil Engineering and Water Supply (1915-1925)**

Wenham Canal is a distinctive example of large-scale water supply design of the early 20<sup>th</sup> century. By the mid-19<sup>th</sup> century, the growing cities of Beverly and Salem sought new sources of water. In 1850, the City of Salem petitioned the state legislature to use Wenham Lake as a water source. Through an 1864 state act, Beverly and Salem were allowed to use the lake and water use began in 1868. Beverly built a system for its own use in 1868-1867, and thereafter, both cities independently drew their supplies from Wenham Lake. As water consumption increased, the water board dammed Miles River in Wenham Neck in 1895 to create the Longham Reservoir, located west of Dodges Row in Wenham. By that time, 140 acres in Wenham were in use to supply water to Salem and Beverly.

By 1912, the prospect of a water shortage had become so critical that the Massachusetts legislature appointed a special commission to examine the question of water supply for Salem and Beverly. In December of 1914, the Salem and Beverly Water Supply Board applied to the State Department of Health to divert water from the Ipswich River to Wenham Lake. The Salem and Beverly Water Supply Board engaged Hazen & Whipple, Consulting Engineers, to prepare plans for the new system. The contract to dig the canal and build the pumping station was let in the spring of 1915 and work was completed in 1915.

Wenham Canal and Pumping Station (WNH.162 and WNH.909)

The Wenham Canal and Pumping Station should be considered for National Register eligibility as part of the Salem and Beverly Water Supply Waterworks Historic District in Beverly. (BEV.Q and BEV.937, BEV.938, BEV.939, BEV.940, and, BEV.941)

**Context: Early Suburbanization (1915-1940)**

During the first half of the twentieth century, Wenham was gradually transformed from an agricultural community to a wealthy suburb. Early in this period, rail service to Beverly and Boston, as well as regional trolley service, provided commuting opportunities. After decades of nearly stagnant population growth, these factors helped Wenham's population to increase 110% from 1,068 residents in 1915 to 2,245 residents

in 1955. A lack of proximity to major through routes during this period inhibited manufacturing and large-scale retail in Wenham. Developers began to subdivide farmland and create visually cohesive residential neighborhoods in the popular Craftsman, Colonial Revival, Dutch Colonial Revival and Tudor Revival styles. Monument Street is a representative example of such a neighborhood. While the first two houses on Monument Street were constructed ca. 1910 for a fruit grower and truck farmer, the remaining neighborhood houses were purchased by professionals -- brokers, attorneys, manufacturers, and salesmen -- who commuted to jobs outside of Wenham.

Other houses in Wenham are representative of this trend, although on a smaller scale, and in manners far less common to Wenham. One example, the 1933 Everett and Blanche Sears House at 7 Porter Street, is an excellent example of a kit house sold by the Sears Roebuck Company during the 1920s and 1930s. Although unconventional in their delivery, kit houses such as this one were traditional in design and style.

In sharp stylistic contrast to the Sears house, the 1936 Wentworth and Eleanor Fay Kennard House is one of a small group of modernist 20<sup>th</sup> century houses in Wenham and the only known example of the International Style in the vicinity. Wentworth Kennard worked as an electrical engineer at Raytheon and at the Radiation Laboratory at MIT. Eleanor pursued graduate work in mathematics and astronomy at Radcliffe. The Kennard house is an early representative of a small, but notable, trend in the suburban north shore after World War II away from traditional, Colonial Revival-style dwellings. A high number of these innovative designs were built for scientists, engineers, and academics. Resources recommended under this context have local significance.

Monument Street Area (WNH.G)

Everett and Blanche Sears House, 7 Porter Street (WNH.173)

Wentworth and Eleanor Fay Kennard House, 10 Walnut Road (WNH.178)

***Context: Education in Wenham (1906-1970)***

In keeping with trends in education of the period favoring leveled grades and centralized instruction at the turn of the 20<sup>th</sup> century, Wenham citizens began to discuss the creation of a central school to consolidate the existing small school districts. Construction of Center School began in 1906 and the four-room, two-story building opened for students in the fall of 1907. In 1945, the Wenham school committee recognized the need for a larger school amid the rapid growth of families after World War II. The report anticipated that Center School, although expanded in 1920, would not be of sufficient size to accommodate the growing number of children projected over the following 20 years. In 1951, the Bessie Buker School was constructed next door for grades 1-6. Grades 7 and 8 remained at Center School and it became a junior high school. Resources recommended under this context have local significance.

Bessie Buker School, 5 School Street (WNH.174)  
Center School, 11 School Street (WNH.120)

***Context: Mid-Twentieth Century Suburbanization (1940-1953)***

The extension of Route 128 north of Danvers after World War II precipitated increased suburbanization of the North Shore. However, unlike other areas such as nearby North Beverly, which experienced the construction of large-scale residential subdivisions in the immediate post-war years, Wenham's subdivisions modest in scale. Construction in Wenham during this period tended toward small-scale subdivisions or individual infill homes. Wenham experienced a small, but notable, trend away from traditional, Colonial Revival-style dwellings. A high number of these innovative designs were built for scientists, engineers, and academics. The use of natural materials and colors and emphasis on the horizontal plane are representative of modern design of the mid-20<sup>th</sup> century. Resources recommended under this context have local significance.

Robert and Dorothy Bliss House, 55 Arbor Street (WNH.124)  
Herbert and Betty Cheeseman House, 75 Pleasant Street (WNH.170)

## B. Properties Recommended for Listing on the National Register of Historic Places

We recommend six (6) historic districts and thirteen (13) individual properties as eligible for listing on the National Register of Historic Places.

### Historic Districts

Block and Lot numbers included here represent recommended district boundaries. Boundaries do not necessarily conform to boundaries explored in Area Forms.

#### **Iron Rail Vacation Home**

91	Grapevine Rd	Iron Rail Vacation Home Gymnasium	WNH.209	031-0001
91	Grapevine Rd	Iron Rail Vacation Home Barn	WNH.210	031-0001
91	Grapevine Rd	Iron Rail Vacation Home Garage	WNH.211	031-0001

#### **Monument Street**

10	Cherry St.	William and Emma Ludden House	WNH.212	019-0010
1	Monument St.	J. Porter Brown – Kennard House	WNH.23; NRHD#73000852	019-0012
7	Monument St.	Jennie M. Kennard House	WNH.213	019-0013
11	Monument St	Mary L. Case House	WNH.214	019-0014
15	Monument St.		WNH.215	019-0015
19	Monument St.	Jonathan and Mary Preston House	WNH.216	018-0049
20	Monument St.	Orpheus and Alice Woodbury House	WNH.217	019-0017
25	Monument St.	William Arthur Trowt House	WNH.218	018-0048
26	Monument St.	Benjamin M. Smith House	WNH.219	018-0051
29	Monument St.	Benjamin and Ethel Waggott House	WNH.220	018-0047
30	Monument St.	Ralph and Ella Smith House	WNH.221	018-0052
33	Monument St.	John Whittier House	WNH.222	018-0046

#### **Wenham Neck**

201	Larch Row	Andrew Dodge House	WNH.223	0021-0002- 000A
201	Larch Row	Andrew Dodge Barn	WNH.224	0021-0002-

201	Larch Row	Andrew Dodge Barn	WNH.225	000A 0021-0002- 000A
204	Larch Row	Adeline P. Cole House	WNH.226	030-0005
211	Larch Row	John L. Curtis House	WNH.227	021-0022
6	Dodges Row	Wenham Neck Baptist Church	WNH.111	029-0007
6	Dodges Row	Wenham Neck Baptist Church Parish Hall	WNH.228	029-0007

### **Cedar Street – Cherry Street Neighborhood**

6	Cedar St	Benjamin and Elvira Putnam House	WNH.126	018-0016
8	Cedar St	George and Martha Parsons House	WNH.127	018-0017
10	Cedar St	Augustus and Margaret Standley House	WNH.128	018-0018
14	Cedar St	Howard and Hannah Goodale House	WNH.130	018-0020
14	Cedar St	Howard Goodale Shop	WNH.131	018-0020
15	Cedar St	George and Judith Jones House	WNH.132	018-0004
18	Cedar St	Edmund and Elizabeth Batchelder House	WNH.133	018-0021
26	Cedar St	Batchelder House	WNH.134	018-0022
14	Cherry St	Brown-Corbett-Lord House	WNH.135	019-0009
17	Cherry St	John Caves House	WNH.136	018-0008
18	Cherry St	Elbridge and Mary Gerry House	WNH.137	018-0028
20	Cherry St	Lizzie and Langdon Phillips House	WNH. 138	018-0029
21	Cherry St	Thomas Kimball House	WNH.139	018-0009
22	Cherry St	Horace and Bessie Caves House	WNH.140	018-0032
24	Cherry St	Samuel and Elizabeth Plummer House	WNH.141	018-0033
26	Cherry St	George and Elizabeth Howe House	WNH.142	018-0034
30	Cherry St	Joseph and Mary Cook	WNH.143	018-0035
31	Cherry St	Batchelder House	WNH.144	018-0014
42	Cherry St	William and Ellen Tucker House	WNH.146	018-0038
44	Cherry St	Edmund and Charlotte Batchelder House	WNH.147	018-0039

### **Larch Row – Patch Ave. Neighborhood**

7	Larch Row	Israel D. Barnes House	WNH.157	019-0064
13	Larch Row	Francis W. Merrill House	WNH.158	019-0058
14	Larch Row	Henry Alley, Sr. House	WNH.159	019-0054
19	Larch Row	Moses and Lydia Wilkins House	WNH.160	019-0057
8	Patch Ave	Austin and Mabel Patch House	WNH.163	019-0052
10	Patch Ave	Henry and Elizabeth Patch House	WNH.164	019-0053

### **Wenham Canal and Pumping Station**

	Old Town Way	Salem and Beverly Water Supply Board Pumping Station	WNH.162	005-0001
	Old Town Way	Salem and Beverly Water Supply Wenham Canal	WNH.909	005-0001

### **Individual Properties**

55	Arbor St	Robert and Dorothy Bliss House	WNH.124	013-0017
24	Cherry St	Samuel and Elizabeth Plummer House	WNH.141	018-0033
26	Cherry St	George and Elizabeth Howe House	WNH.142	018-0034
130	Cherry St	Currier-Hayes Farm	WNH.149	017-0014-000A
72	Dodges Row	Dodge-Babcock House	WNH.150	039-0006
96	Dodges Row	Dodge House	WNH.154	039-0003
14	Larch Row	Henry Alley, Sr. House	WNH.159	019-0054
24	Perkins St	William Cummings House	WNH.166	013-0029
75	Pleasant St	Herbert and Betty Cheeseman House	WNH.170	012-0008
7	Porter St	Everett and Blanche Sears House	WNH.173	013-0080
5	School St	Bessie Buker School	WNH.174	013-0044
11	School St	Center School	WNH.120	013-0044
10	Walnut Rd	Wentworth and Eleanor Fay Kennard House	WNH.178	014-0030

#### **4. RECOMMENDATIONS FOR FURTHER STUDY**

Recommendations for further study include several types of properties that did not meet initial selection criteria, were not visible from the public right-of-way, or came to light as a result of research undertaken during Phase III. Properties recommended for further study include:

- First Period Houses previously listed on National Register of Historic Places. The First Period Thematic Resource nomination focused on the construction and design of the dwellings. Neither later alterations nor research on the history of these buildings has been documented;
- Gold Coast estates that, in consultation with MHC and WHC, did not meet initial selection criteria and/or are not visible from the public right-of-way;
- Fairhaven House, formerly part of the Iron Rail Vacation Home property, that is privately owned and not visible from the public right-of-way;
- Mid-century Modern contemporary dwellings that did not meet selection criteria but that warrant additional attention due to architectural merit;
- Veterans of Foreign Wars building that has been altered but retains historical significance;
- A moved building that is purported to have been a railway car barn that was moved and repurposed as a dwelling on Arbor Street; and
- 19<sup>th</sup> and early 20<sup>th</sup>-century vernacular residential construction.

### Recommended for further Study

21	Arbor St	Former car barn (possible)
11	Burnham Rd	Mid-century Modern house
16	Burnham Rd	Mid-century Modern house
	Cedar St	J.C. Phillips "Windy Knob" Estate
114	Cedar St	Jas. Friend House
84	Cherry St	
162	Cherry St	Newman-Fiske-Dodge House
11	Fiske Rd	
	Grapevine Rd	"Princemere," Gordon College
38	Larch Row	Goldsmith-Pickering-Low House
45	Larch Row	
5	Main Drive	Burnham Estate
9	Maple St	"Old Farm"
26	Maple St	Solomon Kimball House
1	Old Town Way	
10	Pleasant St	
11	Pleasant St	
19	Porter St	Porter House
25	Porter St	
28	Porter St	George Woodason House
29	Porter St	
45	Porter St	
25	Rubbly Road	Fairhaven House, Iron Rail Vacation Home
	School St	VFW Hall (Former Mapleville Chapel)
31	Topsfield Rd	
36	Topsfield Rd	
128	Topsfield Rd	
11	William Fairfield Drive	

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Remedies Not Exclusive - The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

### 12.0 Severability

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

### 13.0 Transitional Provisions

Residential property owners shall have 90 days from the effective date of the bylaw to comply with its provisions provided good cause is shown for the failure to comply with the bylaw during that period.

## **CHAPTER XXV WENHAM HISTORICAL COMMISSION**

### SECTION 1

This bylaw shall be known and may be cited as the Wenham Historical Commission Bylaw and is adopted pursuant to Chapter 40C of the General Laws of the Commonwealth of Massachusetts, as amended.

### SECTION 2

The purpose of this bylaw is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the Town of Wenham or their architecture, and through the maintenance and improvement of settings for such buildings and places and the encouragement of design compatible therewith.

### SECTION 3

There is hereby established under the provisions of Chapter 40C of the General Laws a historic district to be known as the "Wenham Historic District 1972" attached to and made part of this bylaw.

### SECTION 4

There is hereby established under Chapter 40C of the General Laws, with all the powers and duties of a historic district commission under such statute a Wenham Historical Commission / Historic District Commission, consisting of seven members to be appointed in accordance with the provisions of such statute; provided, however, that in addition to the organizations which section four of such statute designates, the Wenham Village Improvement Society may submit nominees for membership in the Commission. The initial appointments to membership in the Commission shall be as follows: two members appointed for a term of one year; two members appointed for a term of two years; and three members appointed for a term of three years. Successors shall each be appointed for a term of three years. Vacancies shall be filled by appointment for the unexpired term.

### SECTION 5

Notwithstanding anything containing in this bylaw to the contrary, the authority of this commission shall not

## By-Laws of the Town of Wenham

extend to the review of the following categories of buildings or structures or exterior architectural features in the Wenham Historic District.

- a. Terraces, walks, driveways and similar structures or any one or more of them, provided that any such structure is substantially at grade level.
- b. Storm doors and windows, screens, window air conditioners, lighting fixtures, antennas and similar appurtenances, or any one or more of them.
- c. The color of paint
- d. the color of materials used on roofs
- e. The reconstruction of substantially similar in exterior design of a building, structure or exterior architectural feature damaged or destroyed by fire or storm or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

### SECTION 6

The commission established hereunder shall have the powers and duties of an historical commission as provided in chapter 40 section eight D of the General Laws of the Commonwealth of Massachusetts and the commission shall be entitled The Wenham Historical Commission / Historic District Commission.

### SECTION 7

In case any section, paragraph or part of this bylaw be for any reason declared invalid or unconstitutional by any court of competent jurisdiction, every other section, paragraph or part shall continue in full force and effect. (Approved at the Annual Town Meeting 4/5/2014 and accepted by the Attorney General 9/11/2014) Effective 9/16/2014 when posted

## CHAPTER XXVI GRANT OR RENEWAL OF LICENSE/PERMIT FOR NON-PAYMENT OF TAXES/FEES

The Town may, as authorized under the provisions of MGL Chapter 40, Section 57 and this By-Law, deny any application for, or revoke or suspend a building permit, or any local permit including renewals and transfers issued by any board, officer, department for any person, corporation or business enterprise, who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, including amounts assessed under the provisions of MGL Chapter 40, Section 21D or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

- (a) The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually, **and may periodically**, furnish to each department, board, commission, or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a twelve month period~~, and that has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

(Amended at the Annual Town Meeting 4/1/2017 and accepted by the Attorney General 5/22/2017) Effective 7/25/2017 when posted

***Wenham Historic District Commission  
Guidelines  
Application Review Process***

***Introduction***

At the Town Meeting on March 18, 1972 the voters of the Town of Wenham passed a By-law establishing an Historic District along Main Street from Beverly to the Hamilton town line.

The By-law also established a Wenham Historic District Commission to exercise the powers and duties granted in Chapter 40-C of the General Laws of the Commonwealth. Under the rules of the Commission property owners in the Historic District are required to present plans to the Commission before undertaking certain changes in the District. These guidelines are offered by the Commission to aid homeowners and other people when preparing plans to submit to the Commission. They suggest several items that should be considered by persons preparing such plans in order to insure some degree of consistency among plans and to avoid time-consuming delays for the property owner and the Commission. These guidelines also describe the application and approval procedures.

***Purposes of Design Review***

The purpose of the design review is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the Town of Wenham or their architecture, and through the maintenance and improvement of settings for such buildings and places and the encouragement of design compatible therewith.

All design reviews will be based upon the *Historic District Guidelines* dated 1999, available at the Wenham Town Hall (Building Inspector), and upon the *Zoning By-Laws of the Town of Wenham*. Applicants are advised to follow those guidelines when designing.

***Review Criteria***

All new construction and signs and modifications to existing, which can be seen from the public way, must be submitted to the Historic District Commission for Review. New construction and modifications to existing structure, which cannot be seen from the public way, do not need to be submitted to the Historic District Commission for review.

Repairs to or replacement of existing structures or signs, which have the same design and use the same materials as the existing structure, do not need to be submitted to the Historic District Commission for review.

### ***Application Process and Design Review Process***

All applications are first submitted to the Building Inspector. The Building Inspector refers all applications for construction in the Historic District to the Historic District Commission, for design review, recommendations and approval. The Historic District Commission is required to acknowledge the receipt of all applications within 14 days. If the proposed application meets with the approval of The Historic District Commission, a Certificate of Appropriateness is issued. A copy of the Certificate of Appropriateness is given to the Building Inspector. The Building Inspector may then issue a building permit.

The Historic District Commission typically reviews applications in open meetings, at which applicants are urged to attend. The Historic District Commission encourages meetings with potential applicants before an application for a Certificate of Appropriateness is submitted.

The intent of this guideline is to help applicants understand the permit process and the requirements for supporting documentation that is to be submitted to The Historic District Commission for review.

### **Application and Reviews Steps**

1. **Formal application:** This begins with submission of the required form plus appropriate supporting information, to the Building Inspector. The necessary form and information may be obtained from the Office of *the Building Inspector*, located in the Wenham Town Hall. Applicants will find it beneficial to consult with the Historic District Commission prior to submission of the formal application. - The Historic District Commission may be contacted through its Chairman or Secretary by way of the Building Inspector's Office at the Town Offices.
2. **Submittals Required with Application:** It is essential that sufficient information be submitted with the application so that the Historic District Commission can have a comprehensive understanding of the proposed construction or modification. This will enable the Historic District Commission to make a more informed decision. Two sets of design documents and specifications must be submitted with the application.

The Historic District Commission requires 2 copies for its review. If the applicant meets with the Historic District Commission prior to formal application for a special permit, 2 copies must be provided directly to the Historic District Commission prior to the meeting. When meeting with the Historic District Commission following formal application, the applicant should check to ensure these copies have reached the Historic District Commission, and if necessary supply additional copies.

The submitted documents must show location and scale of the proposed construction or addition and relationships to existing and proposed project components. Depending upon the scope and nature of the proposal, the following design documents and specifications are required.

Construction plans at a scale no smaller than 1/8" = 1 ft, preferably 1/4" = 1 ft. Preferably plans should be prepared by an architect who is knowledgeable of architectural detail, sizes of units, structural detail and conformity within an Historic District.

Plans submitted should show a dimensional relationship within a boundary or existing structure or both, with identification of the compass points and scale of the plan (i.e., plot plan).

The more complete the presentation is to the Commission, the more expedient the Commission can be in processing the application for Certificate of Appropriateness.

Alterations to plans or proposed work after the Commission has responded favorably on the original proposal and issued a Certificate of Appropriateness, will require a resubmittal of the change for reapproval by the Commission.

#### Special Permits for Signage

Applications for special permits for signage will include the items listed in the signage guidelines section.

#### Exceptions

Proposed work of minor detail may not require plans; however, a clear and complete description will be necessary for the Commission to properly evaluate the proposal.

#### Photographs

Proposed work such as changes in the design of a doorway or changes in the design of a sign may be illustrated with a photograph of an existing design, provided dimensions are provided with the photograph to clarify the relationships.

Information, drawings, etc. not included with the formal application may be given directly to the Historic District Commission. Applicants are fully responsible for assuring that all information has been prepared and submitted at least 7 days prior to formal review by the Historic District Commission. Failure to submit sufficient information may delay or make impossible the preparation of recommendations by the Historic District Commission, and thus may delay action by the Building Inspector.

3. Meetings: The Historic District Commission meets the third Thursday of every month. Applicants shall notify the Historic District Commission Chairman of readiness for review and a meeting time will be mutually agreed upon. Applicants are advised to attend. Meetings will be held at the Wenham Town Hall unless agreed otherwise.

4. Historic District Commission Response: In order to resolve design concerns that are identified, the Historic District Commission will generally make specific suggestions to the applicant prior to formal consideration. It is not the Historic District Commission purposes to provide the actual design. However, the Historic District Commission can, based upon the judgment of its members choose to recommend against granting a Certificate of Appropriateness for any of the following reason.

- Insufficient information to adequately evaluate the design or design intent
- Poor overall design quality.
- Incompatible design elements.
- Inappropriate design concept or design treatment.
- Other identified issues.

If the Historic District Commission approves the proposed construction, a Certificate of Appropriateness will be issued. The Building Inspector receives of a copy of the Certificate of Appropriateness. The Building Inspector may then issue a building permit for the construction. If the proposed construction is not approved, recommendations by the Historic District Commission, which it believes could make the proposal acceptable, will be given to the applicant and the building inspector for consideration. A written statement of the Historic District Commission findings will be forwarded to the applicant following the date of Historic District Commission review.

### ***Zoning and Code Compliance***

Applicants have total responsibility for compliance with all applicable standards of the *Zoning By-Laws of the Town of Wenham* and all other federal, state and local codes and ordinances including, but not limited to, securing necessary building permits, utility connections, agreements for service, certificates of insurance, bonds and other requirements.

## **GENERAL GUIDELINES**

### **OVERALL DESIGN**

Although there may be an unlimited number of ways, to preserve, restore or recreate the abundance of architectural styles existing in the District, there are some ways that are more effective--and possibly simpler--than others in retaining the appropriate character of the District and of each building. There are a few basic rules for the owner to follow when ideas are being formed and are being translated into documented plans. Architects experienced in Historic District work apply these as a matter of course and when extensive remodeling or new work is contemplated, the Commission urges owners to seek professional assistance in order to enhance their property and, at the same time, avoid costly errors and unnecessary delays.

- Changes to existing buildings should be directed toward retaining or restoring the original design. This is of great importance when changes are proposed to houses and buildings having considerable historic value. The Commission will ask owners to provide full information concerning the proposed changes. Such information could include references to similar restoration or changes in other Historic Districts or locations, publications, Historical Association records, etc.
- Changes to existing buildings or plans for new buildings should be consistent with the style of the period in which they were built or are proposed to emulate. Proposals for new structures should recognize and accommodate the period styles of buildings nearby and they should not detract from the architectural harmony of their surroundings. Unity of style and design should be maintained or restored.
- Architectural details and building materials should fit the period and style of the original building. Use of materials and changes in design that are alien to the original style may be sufficient reason for the Commission to deny a certificate of appropriateness.
- Mixing of design features from several periods or use of details from earlier periods should be avoided. Attempts to make a building look older than it really is often produce an unattractive hodgepodge that can detract from the character of the Historic District.
- Artificial, quaint or "cute" design features should be avoided, particularly those that tend to conform to architecture from another place or period; i.e., design styles appropriate for Williamsburg may be inappropriate for New England.

### ***DOORS, WINDOWS, ETC.***

- "Openings" of a building should be viewed from the perspective of the total structure--or wall--as well as individually. "Openings" in this sense usually are doors, windows, or other apertures.
- In most buildings along the Historic District, the original design created a simple, harmonious pattern by using consistent proportions in window spacing, the subdivision of window panes, the locations of doors, and the division of glass panes in doors. Also, the trim and frames of windows and doors, and the size, style and location of shutters and blinds are other factors.
- Proposed treatment of "openings" will be of particular interest to the Commission with the objective of preserving or restoring such features consistent with the original or period design. Changing such openings to accommodate today's standard size units is not appropriate for many buildings in the District and owners should be aware of this when preparing plans.

### ***NEW CONSTRUCTION AND ADDITIONS***

Additions to existing structures and new construction will be evaluated according to appropriateness of size and shape in relation to the land on which it will be located and to the other buildings, structures and sites in the vicinity. As authorized by law, the Commission may impose dimensional and setback requirements in addition to those required by applicable town by-laws.

New additions or alterations to historic buildings or sites should be done in such a manner that if they were to be removed in the future, the essential form and integrity of the original building and site would not be impaired.

### ***BUILDING USE***

Where possible, the original use of each building should be continued since this usually assures preservation of its distinctive architecture. Where original purpose use is not feasible, the Commission will expect that new use will preserve existing exterior features.

Changes in use of buildings in the District will not be considered as sufficient justification for changes in exterior design.

### ***FENCES--WALLS--GATES, ETC.***

Fences can be erected for utilitarian and/or aesthetic reasons. Selection of fence type should consider its comparability with the site, building and neighborhood. Since fences create visual and physical boundaries, they should be used to provide continuity of design within a site or setting and they should not interrupt or bisect such identities.

Where certain types of fences are required for safety or protection, the Commission will ask for evidence that thorough consideration has been given to a wide range of wood, stone, brick, and concrete fences or walls before application for a certificate of appropriateness is submitted.

Many types of wire fencing are inappropriate for most locations in the Historic District. However, the Commission will consider such use where an area, not prominent from the public way, is to be enclosed or where filtration of sunlight to adjacent property is an important factor.

### ***SIDING***

1. The siding on any existing structure in the district shall be replaced, if necessary, with siding which matches the material, exposure, profile and texture of the original siding or another siding deemed appropriate for that period by the Commission. When existing siding materials are sound or repairable, replacement is not recommended.
2. Artificial siding is unacceptable in the Historic District.
  - A. Exception: The Commission prefers the use of siding materials which are authentic and that match other examples of authentic, original siding found throughout the District. However, the Commission may consider the use of artificial siding under the following circumstance:
    1. On new construction, which is physically and visually independent from all other, existing structures.
    2. On facades not visible from the public way.
  - B. Artificial siding will only be considered by the Commission when the following criteria is met:
    1. The applicant must present sufficient evidence as to why authentic siding should not or cannot be used for this particular application.
    2. Actual samples of the kind of artificial siding to be used must be presented to the Commission, including details of all window and door casings, corner boards, fascia, soffit, and eave details.
    3. Only those kinds of artificial siding will be considered that match the texture, profile, density and exposure of other natural and original siding materials found in the district. Artificial masonry siding is not acceptable.

***GUTTERS AND DOWNSPOUTS***

1. The gutters and downspouts on any existing structure in the district shall be replaced, if necessary, with gutters and downspouts which match the exposure and profile of the original gutters and downspouts. Particular attention should be given to matching all original details with special attention given to the way the gutters return at the corners.
  - A. Exceptions: The Commission prefers the use of materials, which are authentic, and that match other examples of original gutters and downspouts found throughout the district. However, the Commission may consider the use of gutters and downspouts made from alternate materials under the following circumstances:
    1. On new construction which is physically and visually independent from all other existing structures.
    2. On existing structures only when the original gutter and eave details match the profile of the artificial gutter and eave details and the end result will be relatively identical to the original conditions.
  - B. Gutters and downspouts made from alternate materials will only be considered by the Commission when the following criteria is met:
    1. The applicant must present sufficient evidence as to why authentic gutters and downspouts should not or cannot be used for this particular application.
    2. On existing structures the applicant must provide detailed drawings and photographs showing both the original or existing gutters and downspouts and the proposed artificial gutters and downspouts. Particular attention must be given to showing new and proposed profiles and returns. The appropriate alternative materials must be painted to match the texture of other painted trim on the structure.
    3. Actual samples of the new gutters and downspouts must be presented to the Commission for evaluation.

***SKYLIGHTS***

Skylights within' our District visible from the public way will require an application for approval. Our Commission recommends designs of flush types only that parallel the slope of the roof and conform to both size and geometric proportions with respect to the roof.

***SOLAR COLLECTORS (Active and Photovoltaic)***

Solar collectors within the District, visible from the public way, will generally be discouraged. Consideration of an alternative non-visible location should be thoroughly reviewed before making application. Our approval, preceded by a public hearing, will be required for all visible installations. Our Commission will judge applications on the following criteria:

1. Flush to roof mounting.
2. Minimum number of panels or size-relative to the roof area.
3. Color of frames and panels to blend with color of roof.
4. Relative effect to period of dwellings
5. Location and geometry relative to roof area.

***SATELLITE DISH ANTENNAS***

The Historic District Commission must approve the location of a satellite dish antenna.

***WINDMILLS***

Construction or installation of windmills within our District will generally be considered inappropriate.

***TOWERS***

Towers for transmission purposes will also be considered inappropriate.

***ONE-OF-A-KIND STRUCTURES***

Structures proposed within the District, which do not presently conform to existing types of architecture or design-are considered inappropriate, as they will create a negative impact upon the District.

***DUMPSTERS***

The use of dumpsters within the district on a permanent basis is discouraged. If, because of the nature of a particular business, the use of a dumpster is absolutely necessary, the Commission requires that the dumpsters be placed at the rear of the premises, concealed from the public's view. Consideration should also be given to cleanliness, the control of odors and the impact on neighbors, even though this largely falls under the jurisdiction of the Board of Health.

If the dumpster location must be visible from the street, the dumpsters shall be enclosed with a structure which contains both lockable doors, walls and a roof. Detailed plans of the proposed structure must be submitted to the Commission for its approval. The Commission must also be convinced that all efforts to find a location not visible from the street have been exhausted.

Temporary dumpsters which are used for construction demolition are permitted provided that they remain clean and orderly while in use and that they are removed immediately when either filled or when no longer needed.

Temporary dumpsters should be located as far from the street as possible and when the opportunity presents itself, they should be concealed from public view.

## ***DEFINITIONS***

Preservation is the process of sustaining the form and extent of a structure essentially as it now exists. Preservation aims at halting further deterioration and providing structural stability but does not contemplate significant rebuilding.

Restoration is the process of accurately recovering the form and details of a property as it appeared at a particular period of time by means of removal of later work and the replacement of missing original work.

Reconstruction is the process of reproducing by new construction The exact form and detail of a vanished structure, or part thereof, as it appeared at a specific period of time. Reconstruction should be undertaken only when the property to be reconstructed is essential for understanding and interpreting the value of a historic district and sufficient documentation exists to ensure an exact reproduction of the original.

Rehabilitation is the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use. In rehabilitation, those portions of the property which are important in illustrating historic, architectural, and cultural values are preserved or restored.

## ***EXCLUSIONS***

Changes made to the following items or under the following circumstances do not require application to the Commission for a certificate of appropriateness:

1. Terraces, walks, driveways, sidewalks and similar structures, or any one or more of them, provided that such structure is substantially at grade level.
2. Storm doors and windows, screens, window air conditioners, lighting fixtures, antennae (except satellite dish antennae) and similar appurtenances, or any one or more of them.
3. The color of paint.
4. The color of materials used on roofs.

5. The reconstruction substantially similar in exterior design of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster provided such reconstruction is begun within one year thereafter and carried forward with due diligence.

### ***THOUGHTS ABOUT HISTORIC BUILDINGS AND DISTRICTS***

- Perpetuate original use of the building. When original purpose is not feasible, find use that will preserve the exterior features.
- Preservation is aimed at giving buildings a longer life without making marked changes in them.
- Restoration is preferable to reconstruction; restoration deals with replacing parts or bringing out the original design.
- Modified or new construction should be in harmony with the surrounding buildings and area.
- Avoid destroying or modifying existing buildings of later periods to emphasize or spuriously match those of an earlier date.
- Avoid artificial, quaint or cute features, particularly those that tend to "conform" to the architecture of another period or a different geographical area.
- Unity of style and design should be maintained or restored.
- Sometimes it is difficult to conceive of groups of buildings as symbols, when the individual parts are in themselves not always identifiable as of substantial historic and architectural interest, although together, they provide a character which symbolizes a place or an era.
- Historic preservation is concerned with only a small part of history, relating to a small place, its people and the houses they have used.

"The past is not the property of historians; it is a public possession. It belongs to anyone who is aware of it and it grows by being shared."

## ***SIGNAGE GUIDELINES***

### ***APPLICABILITY***

All permanent outdoor signs and window signs must be approved by the Historic District Commission.

All signs that are fixed in place, including decals, product signs, logos and window signs shall be considered permanent signs.

Moveable signs such as sandwich board signs, "open" signs, flags and banners which are not permanently installed or fixed, but remain in place more than 4 weeks as advertising for businesses, events or services, with permanent locations, shall be considered permanent signs and must be approved by this Commission.

No existing sign shall be redesigned or altered in any way without the approval of the Commission.

Every existing sign shall be maintained in good condition so that it continues to meet all the requirements of the original approval.

### ***Permitted Government or Special Signs***

Any sign owned and installed by a governmental agency, or required by any law, governmental order or regulation is not subject to this by-law. However, the Commission would like to review all signs being installed by government agencies and work with those agencies to install signage which best conforms to the character of the district.

Signs mounted on registered motor vehicles or carried by hand are not subject to this by-law.

### ***APPLICATION***

All persons desiring to erect a sign shall apply to the Building Inspector for a building permit.

All applications for permits shall include, at least

- a. A drawing to scale of the proposed sign including size, shape, lettering, the means of suspension and the material used to build the sign.
- b. A plot plan and a sketch of the building facade indicating the location of the proposed and any existing signs.
- c. A description of any planned scheme to provide lighting for the sign.

The Building Inspector will forward all applications for signage within the Historic District to the Historic District Commission for review.

## ***GENERAL SIGNAGE GUIDELINES***

Signs **will** be considered appropriate when, in the opinion of the Commission, they conform to the character of the District and are harmonious with the District as a whole, and with their immediate surroundings.

### ***PERMANENT SIGNS***

#### ***Residential***

Permanent signs in the residential part of the District shall be limited to one sign no greater than two square feet.

#### ***Business***

Permanent signs in the business part of the District shall be limited to seven square feet for each business.

In the case of a business complex housing more than one business the following signage is permitted.

- A. One street side sign not to exceed seven sq. ft. to identify the complex itself.
- B. Individual businesses within the complex identified at street side with 12" x 36" signs arranged vertically in a single structure.
- C. Each business within the complex may have one 2 sq. ft. sign located at the doorway for business identification.

Exception: In the case of a hardship created by poor visibility, or a confusingly designed building or building complex, the commission may increase signage limits at their discretion on a case-by-case basis.

When any establishment either moves or goes out of business, all signage must be removed within three working days.

### ***ILLUMINATION***

No sign shall be illuminated between the hours of 12:00 midnight and 6:00 a.m., except signs on premises open for business.

Exterior illumination of signs shall be provided by a shielded, incandescent light directed solely at the sign, and be steady and stationary.

No internal illumination of a sign is permitted except upon issuance of a special permit by the Historic District Commission.

***SIGNS CANNOT INTERFERE WITH TRAFFIC OR BLOCK A PUBLIC WAY***

No sign, including window displays, or their illuminators shall by reason of its location, shape, size or color interfere with traffic or be confused with or obstruct the view or the effectiveness of any official traffic sign, traffic signal or traffic marking. No red or green lights shall be used on any sign if, in the opinion of the Building Inspector with the advice of the Chief of Police, such lights would create a driving hazard.

No sign shall be placed in such a way that it blocks pedestrian or auto traffic.

***CONSTRUCTION***

No sign shall be painted directly on the exterior surface of any wall. All exterior, attached signs, except awning signs, shall be painted, posted or otherwise securely affixed to a substantial intermediary removable surface and such surface shall be securely affixed to the wall of the building.

***RELIGIOUS INSTITUTIONS***

Two signs identifying churches, synagogues, and other similar religious uses are permitted on each street frontage, one of which may not exceed 20 square feet in area and the other of which may not exceed 10 square feet in area. One sign may be a standing glass protected sign used for notices and announcements of events at the religious institution.

***SIGNS AT GASOLINE FILLING STATIONS AND GARAGES***

Gasoline filling stations and garages may divide the one wall sign affixed to the front wall of the building to which they are entitled as herein above provided, into separate wall signs indicating the separate operations or departments of the business, provided however, that the total of the square feet of the separate signs shall not exceed the maximum square feet permitted under these guidelines for a single wall sign on such wall. In addition, one sign indicating the brand of gasoline being sold may be erected of such type, in such location, and in such manner as the Historic District Commission may allow by special permit. The standard type of gasoline pump bearing thereon in usual size and form, the name or type of gasoline and the price thereof shall not be deemed to be a sign within the meaning of this by-law.

***PROHIBITED SIGNS***

The following types of signs are prohibited.

- a. Signs which incorporate in any manner flashing, moving or intermittent lighting, excluding public service signs showing time and temperature.
- b. Wind signs, including banners, pennants, spinners, streamers, and other wind actuated components.
- c. String lights used in connection with commercial premises with the exception of temporary lighting for holiday decoration.
- d. Signs erected so as to obstruct any door, openable window or fire escape on a building.
- e. Billboards or non-accessory signs.
- f. Internally or backlit signs

### ***TEMPORARY SIGNS***

The following signs may be erected temporarily without the approval of the Commission:

Special-Event signs: One sign may be erected four weeks before the event. It must be removed within three working days following the conclusion of the event, and will be limited to six square feet.

Real Estate For Sale signs: One sign may be erected and limited to six square feet and must be removed within three working days after the sale.

Signs to advertise or direct people to limited retail sales or private sales, such as yard sales and auctions may be erected one day prior to the sale. These signs will be limited to six square feet and must be removed the following day after the sale. Temporary business or retail signs must be located within the property on which the business is located. These signs may not be located on public or other private property.

Advertising signs for services: Signs for advertising contractor work such as builders or painters, should be limited to six square feet in area, with only one sign permitted on the property at any one time and must be removed when work is completed. If the length of time the sign will be in place is anticipated to exceed or does exceed six months, an application for a Certificate of Appropriateness must be submitted.

Political signs: Political signs cannot exceed two square feet in area and may not be placed on public property. Political signs may not be displayed longer than two months prior to an election and must be removed within three working days after the election.

Holiday Signs: Signs advertising holiday events must be removed within 3 days after the holiday.

Exception: Signs, which do not conform, to the above guidelines must be presented to and approved by the Commission on a case by case basis. Applicants must present scaled drawings of these signs to the Commission prior to fabrication as well as prior to erection. Scaled drawings must be professionally drawn and show the size, shape, finish, materials and the actual layout of the sign, including the exact words and exact lettering style to be used.

### ***BANNERS***

Banners over Main Street are currently permitted at a single location at the South Hamilton end of the street. The content of the banners is approved by the Board of Selectmen. However, If a banner over Main Street is to be erected at any location other than the South Hamilton end of the street, approval of the Historic District Commission must be obtained.

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## NEW BUSINESS

### D.

#### **Proposed Memorandum of Understanding Regarding Repairs to Longfellow Road and South Street**

- Proposed Memorandum of Understanding Between the Wenham Board of Selectmen and the Residents of Longfellow Road and South Street
- Quote from Bell & Flynn, Inc., November 14, 2017
- Memo from Bill Tyack, DPW Director regarding Longfellow Road, October 21, 2016
- Memo from Bob Blanchard, Chief, WFD regarding Longfellow Road
- Email from Tom Perkins, Chief, WFD regarding Longfellow Road, October 27, 2016
- Draft Proposal Memo regarding Evaluation of Longfellow Road – Proposed Roadway Widening, June 20, 2017
- Letter from Peter Kane, Kane Land Surveyors regarding the Longfellow Road survey project, November 28, 2017
- Draft Motion

JW

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE WENHAM BOARD OF SELECTMEN AND THE RESIDENTS OF  
LONGFELLOW ROAD AND SOUTH STREET**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) made this \_\_\_\_ day of \_\_\_\_\_, 2017 by and between the Town of Wenham, hereinafter referred to as the “Town”, and the undersigned residents on Longfellow Road and South Street in the Town, hereinafter referred to as the “Residents”.

WHEREAS, the Residents seek to make permanent repairs to Longfellow Road and South Street, including full depth reclamation and topcoat paving substantially consistent with the scope of work outlined in the November 14, 2017 document from Bell & Flynn, Inc. attached hereto; and

WHEREAS, the Town has recently made certain temporary repairs to the road surface of these two private ways, but is expressly prohibited from making any permanent repairs under the provisions of MGL Ch. 40 Sec. 6N; and

WHEREAS, the Residents seek to have the Town impose betterments in keeping with the provisions of MGL Ch. 80 Sec. 1 for the proposed permanent road paving work on these two private ways in order to distribute payments for said work over a number of years, but recognize that such betterments could only be imposed through a Home Rule Petition; and

WHEREAS, the Town’s Board of Selectmen has considerable public safety concerns regarding the area adjacent to the so-called ravine on Longfellow Road, due in part to the written statements made by the Police Chief, Fire Chief, and DPW Director in October 2016, attached hereto, regarding the road conditions in this area and therefore seeks to include any necessary slope stabilization or enhancement work at the so-called ravine in the permanent road repair work; and

WHEREAS, the parties believe that this Memorandum of Understanding (“MOU”) will memorialize the commitments made by the parties.

NOW, THEREFORE, the Town of Wenham acting by and through its Board of Selectmen and the undersigned Residents of Longfellow Road and South Street agree to the following:

**ENGINEERING STUDY**

The Residents shall commission an engineering evaluation of Longfellow Road substantially consistent with the scope of work outlined in the November 30, 2017 proposal from Weston & Sampson, attached hereto. Such work shall include, at minimum, exploring subsurface conditions, identifying geotechnical considerations associated with the slope stabilization and/or road widening, developing a typical roadway cross-section with a guardrail system, and providing the Residents with a report discussing design alternatives and associated

repair costs. The Residents shall have full responsibility for contracting for and paying for all costs associated with this work, estimated to be \$17,300.00.

## **SURVEY**

The Residents shall commission an instrument survey and resulting Existing Conditions Site Plan of a portion of Longfellow Road substantially consistent with the scope of work outlined in the November 28, 2017 proposal from Kane Land Surveyors, attached hereto. Such work shall include, at minimum:

- On the ground survey to locate planimetric and topographic data.
- Location of all property lines.
- Roadway features, edge of road.
- Location of all utilities (Residents or their contractor to contact Dig-Safe).
- At a scale of 1"=20'.
- It will be in a DWG format compatible with AutoCAD Civil 3D.
- The survey will extend 100' offset from either side of the center line of the road.
- The survey will extend 75' past the red lines on the mark-up Locus Map.

The Residents shall have full responsibility for contracting and paying for all costs associated with this work, estimated to be \$4,000.00. Any additional work conducted by Kane Land Surveyors, including, without limitation, a full survey of the entirety of Longfellow Road, estimated to cost \$850.00, shall also be the full responsibility of the Residents.

## **HOME RULE PETITION**

If the Residents enter into contracts with both Weston & Sampson and Kane Land Surveyors to conduct the engineering and survey work as described above, the Board of Selectmen will request the Town Administrator to work with the Residents and Town Counsel to begin drafting a Home Rule Petition with the intent to bring such Petition to Annual Town Meeting for consideration in April 2018 regarding repairs needed to stabilize and potentially enhance Longfellow Road at the so-called ravine and to undertake the full depth reclamation and topcoat paving work on both Longfellow Road and South Street.

Once the results of those reports have been delivered to the Town, and the Town has detailed information on the cost of making the foregoing repairs and improvements, the Town will determine the extent of its intended financial contribution to these improvements, but agrees, at minimum, to pay its proportionate share as one of the owners of property on Longfellow Road, subject to Town Meeting appropriation, which share, and the share of the Residents, shall be calculated according to the terms and conditions of the particular betterment formula that is applied to this project if a Home Rule Petition is drafted, presented, and approved. The Town Administrator will also work with Town Counsel and the Residents to develop said betterment formula that is equitable and agreeable to the Town and a majority of the Residents, generally taking into consideration both frontage and location of each resident's parcels. The Town agrees that funds provided by the Residents to cover the costs associated with the engineering and

survey work described above shall be deducted from the individual amounts owed under the betterment formula included in the Home Rule Petition.

## **RIGHT OF ENTRY**

The Residents grant an irrevocable right to the Town and its agents, employees, representatives contractors, subcontractors and invitees (with the Town, the “Town Parties”) to enter upon and pass over Longfellow Road and South Street, if reasonably necessary for the Project, their respective properties, by foot and vehicles, including heavy equipment, from time to time and at any time, for the purpose of inspecting and surveying Longfellow Road and South Street.

## **NO OBLIGATION**

The Residents, each and as a group, acknowledge and agree that: (a) the Town has and shall have no legal obligation whatsoever to maintain, make repairs to and/or improve Longfellow Road and/or South Street, which are private ways, unless the Town, in its sole discretion, accepts Longfellow Road and/or South Street as a public way; nonetheless, the Town may, in the Selectmen’s discretion, elect to undertake temporary repairs to Longfellow Road and/or South Street, including the filling of potholes and removal of snow and ice therefrom; (b) the Town is voluntarily electing to undertake this work and that it has no legal obligation to do so; (c) in no event shall the Town’s entry onto Longfellow Road and/or South Street and/or any work undertaken by the Town thereon, regardless of the passage of time or otherwise, indicate or suggest that Longfellow Road and/or South Street are public ways; and (d) nothing herein shall constitute a representation or warranty that: Town Meeting will authorize the Home Rule Petition, the General Court will approve said Petition, Town Meeting will appropriate funds for the work, and/or the Town will undertake said work, it being recognized that the Town’s obligations hereunder are subject to a number of factors, including, without limitation, appropriation of funds. The Residents also acknowledge and agree that the Town shall have no responsibility and liability whatsoever for Longfellow Road and/or South Street or the work undertaken, the quality of the work, the materials used therefor and/or any damages or defects therein, and the Residents each and as a group hereby release and discharge the Town of the foregoing.

## **RELEASE**

The Residents hereby, for themselves and their successors and assigns, each release the Town from any liability hereunder and shall defend, indemnify and hold harmless the Town and all the other Town Parties from and against any and all claims, demands, suits, actions, causes of action, costs, liabilities and judgments whatsoever, and any and all other claims of every kind, nature and description whatsoever, both in law and equity, including reasonable attorneys’ fees, which may be imposed upon, incurred by, or asserted against the Town Parties related to the Project, including, without limitation, for injury or death to person or any other damages suffered to any person, property damage, contract claims, disputes and/or litigation relating in any way to this work, that was not caused as a direct result of the Town’s negligence or willful misconduct.

## **TERMINATION**

Notwithstanding any of the foregoing provisions, the Residents acknowledge and agree the Town Meeting warrant is within the Board of Selectmen's control and the Board is not obligated to draft a Home Rule Petition as described above and include it in the warrant to be presented to Town Meeting if the Board deems it not to be in the best interests of the Town. Specifically, the Board will not proceed with a Home Rule Petition unless a majority of the Board and the Residents support said Petition before Town Meeting once the details of that document are finalized. Upon notice given, any rights and obligations of the Town hereunder shall cease and this MOU shall be null and void, except that the provisions of RIGHT OF ENTRY, RELEASE, and NO OBLIGATION shall survive the expiration and/or termination of this MOU.

## **GOVERNING LAW**

This MOU shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, and any and all legal actions brought in connection with this MOU shall be brought in courts within the Commonwealth of Massachusetts.

## **ENTIRE AGREEMENT**

This MOU contains the entire agreement of the parties and there are no other agreements or understandings between the parties regarding the subject matter of the MOU. This Agreement may not be modified except in writing, duly executed by both parties.

## **ABUTTERS**

This MOU is not intended to set forth or affect the rights and obligations that the Residents may have with respect to each other.

## **CAPTIONS**

The captions and headings throughout this MOU are for convenience of reference only and the words contained therein shall in no way be held or deemed to define, limit, explain, modify, amplify or add to the interpretation, construction or meaning of any provisions of, or the scope or intent of this MOU, nor in any way affect this Agreement, and shall have no legal effect.

## **RECITALS**

The recitals above are incorporated herein by reference.

[signature pages follow]

TOWN SIGNATURE PAGE

**TOWN OF WENHAM BY:  
WENHAM BOARD OF SELECTMEN**

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Date: \_\_\_\_\_, 2017

PROPERTY OWNER SIGNATURE PAGE

Property Address: \_\_\_\_\_, Wenham, MA

Property Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: December 19, 2017

Property Address: \_\_\_\_\_, Wenham, MA

Property Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: December 19, 2017

Property Address: \_\_\_\_\_, Wenham, MA

Property Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: December 19, 2017

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Signature: \_\_\_\_\_

Date: December 19, 2017

Property Address: \_\_\_\_\_, Wenham, MA

Property Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: December 19, 2017

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Planning • Testing • Design • Engineered/Reconstruction • Construction

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Telephone  
(603) 778-8511

Bunker Hill Avenue  
STRATHAM, NH 03885

**ROAD:** Long Fellow & South Street  
**TOWN:** Wenham, MA  
**CONST. DATE:** Spring 2018  
**PROJ. DESC.:** Reclaim w/ 2" Binder & 1" Top  
**EST. DATE:** Tuesday, November 14, 2017

**Total Construction Cost: \$51,000.00**

<u>Item Description</u>	<u>Unit</u>
Mobilization	LS
Pvmt. Cutting	Ft
Catch Basin Fabric	EA
Sideline Grubbing	HR
Adjust Water Gate (Allowance)	EA
Reclamation, F.G. & Compact	SY
Windrow 2" ASB (Allowance)	CY
2" Binder	Ton
1" Top	Ton
Layout & Control	LS

**Notes:**

- 1) Town funding / Prevailing wage rates apply.
- 2) Town to load and haul excess materials offsite.
- 3) Pavement per MassDOT October 2017 posting of \$405 / ton of Liquid Asphalt.
- 4) Low overhead utility lines may prevent equipment access.

File: Wenham 2018.xls





**Town of Wenham  
Highway Department  
Wenham, MA 01984**

---

**Bill Tyack, DPW Director**

**TEL: 978-468-5520 Ext #6**

**FAX: 978-468-8014**

October 21, 2016

To: Peter Lombardi  
Board of Selectman

**RE: Longfellow Road**

In my opinion the roads at Longfellow and South streets are dangerous, especially in winter when we are plowing. The drop-off on the sharp turn is even more dangerous now that the large pine trees have been cut down. I have instructed the Sander Operators to only use a small sander as the large truck could slide off the edge, before the road is treated or slide into a house, which has happened.

I also feel the DPW spends too much time on these roads after large snow storms. We must send our backhoe, loader, and snow blower to widen the roads so the residents can get oil deliveries and other services. Our time would be better spent clearing sidewalks, school bus stops, and downtown businesses before unaccepted streets.

Bill Tyack  
Director of Public Works

The Wenham Fire Department has for many years had concerns with Emergency responses to the Longfellow Road and South Street area. The department standard operating procedure for an emergency response to the area is for the large fire trucks to standby on Pleasant Street and wait for orders to proceed up Longfellow Road. We have the smaller vehicles (police cruisers, Firefighter's private vehicles) assess the situation before we commit the larger trucks. We are able and have responded with our larger trucks when needed to the top of Longfellow and South Street. Last February the fire department did respond to 21 Longfellow Road to a house fire. We were fortunate that there was not a large amount of snow at the time. The conditions of the road, the narrow width, and steep grade make for a real challenge for our large trucks especially in the winter when the roads are slippery. We will continue to do our best to respond to this area as we have in the past to provide any emergency services needed. Please let me know if we can be of any further assistance with this matter. Chief Blanchard

## Peter Lombardi

---

**From:** Tom Perkins  
**Sent:** Thursday, October 27, 2016 10:06 AM  
**To:** Peter Lombardi  
**Cc:** Robert Blanchard  
**Subject:** RE: Pleasant Pond Area Road Conditions

Sir,  
In response to the data below, I would like to offer the following thoughts. For decades, I and other members of the Police Department have patrolled and responded to calls for service in the Longfellow Rd., South St. area of Town. Doing so has always been challenging due to poor and continuing deteriorating road conditions. Of particular greater risk is the section of roadway which literally drops off to a decline so steep that serious bodily harm is a forgone conclusion should anyone fail to navigate it successfully. The one time wooden guardrail is no longer present, however I doubt it would have been able to stop a vehicle of any size anyway. The roadway itself is literally part of our FTO (field training officer) program. New Officers are specifically brought to the above mentioned section of roadway and cautioned on their response to the area so as not to be caught off guard when responding to an emergency call for the first time. I do feel that if an opportunity exists to repair these roadways, then the Town and the Residents should consider taking advantage of it. It is true that compared to the Fire Department or the DPW our vehicles are able to access this neighborhood more easily due to size. But it is also true that we access the neighborhood on a more frequent basis, thereby increasing the odds of something going wrong. If I or the Department can be of any additional assistance, please do not hesitate to ask.

Respectfully,

Chief Perkins

Thomas C. Perkins, Chief of Police

Wenham Police Department

1 Friend Court, P.O. Box 536

Wenham, MA 01984

978-468-5500 Extension 220

CONFIDENTIALITY:

The information contained files in this electronic mail message and any electronic files attached to it may be confidential information and may also be subject of legal professional privilege and or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender. This footnote also confirms that this email message has been checked for the presence of computer viruses.

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**From:** Peter Lombardi  
**Sent:** Wednesday, October 19, 2016 12:21 PM  
**To:** Tom Perkins; Robert Blanchard  
**Subject:** FW: Pleasant Pond Area Road Conditions

FYI

Peter Lombardi

Town Administrator

138 Main Street

Wenham, MA 01984

June 20, 2017  
(rev November 30, 2017)

Longfellow Road & South Street Homeowners Group  
Wenham, MA 01984

## DRAFT - LETTER PROPOSAL

RE: Scope of Services

Subject: Evaluation of Longfellow Road – Proposed Roadway Widening

Dear Homeowners Group,

As one of New England's leading and long-standing consulting firms, Weston & Sampson Engineers, Inc. welcomes the opportunity to submit this proposal to provide the Longfellow Road & South Street Homeowners Group (Homeowners) in the Town of Wenham with engineering services for the feasibility and alternative analysis to widen Longfellow Road. We offer the town the advantages of a full-service infrastructure and environmental consulting firm of more than 500 professionals with the resources, local presence, and roadway engineering expertise to ensure technically proficient, prompt service.

The staff from our Foxborough and Peabody, MA offices, are well qualified to provide the town with the professional services required for this assignment.

A project team with significant experience completing municipal roadway and bridge projects will be assigned to this project. Under the direction of Team Leader Rick Campbell, PE, our proposed key personnel include: Scott Brusio, PE, project manager and bridge engineer; Christopher Palmer, PE geotechnical engineer and Larry Keegan, PE highway engineer. Our team members are all licensed professionals in their respective disciplines, each with many years of relevant experience. All the individuals are fully conversant with federal and MassDOT policies and procedures by virtue of their involvement with state and/or locally funded roadway and bridge inspection and design experience.

Experienced with roadway restoration projects throughout the state, we have successfully completed many similar projects funded by local municipalities. Project examples where we have done comparable work for similar sized communities include Sharon, Oxford, Winchester, Framingham, Fitchburg and Arlington. Our team recently designed and oversaw slope embankment "emergency" improvements along Route 135, which is along the start of the Boston Marathon course in the Town of Hopkinton.

## SCOPE OF SERVICES

### Background

This letter provides our geotechnical and highway scope and fee for a feasibility study and alternatives analysis associated with the proposed widening of Longfellow Road in Wenham, Massachusetts. Based on information you provided and our preliminary site reconnaissance on October 28, 2016 and November 4, 2016, we understand that the Town of Wenham proposes to widen an approximately 100-ft. long section of Longfellow Road by approximately 10 feet for emergency vehicle access. Installation of a guardrail is also proposed.

The existing roadway in the project area narrows to approximately 12 ft. wide and traverses a slope in a small ravine. It is our understanding that Longfellow Road is not an accepted road in the Town of Wenham and that the proposed work will take place on private property with approximately 20 different primary residents. Slopes above the road are inclined between approximately 2H:1V (horizontal:vertical) and 1.5H:1V and have a vertical height of approximately 10 ft. Two residential structures and a driveway are located upslope of the project area. Existing slopes below the roadway are steeper with estimated inclinations between 1.25H:1V and 1.5H:1V. Slopes in downslope areas appear to have been over-steepened by filling and dumping of debris from the roadway. Elevations at the toe of the slope are estimated at approximately 20 ft. below roadway elevations.

### PURPOSE AND SCOPE

The purpose of our services will be to review the survey of the area (provided by Kane Land Surveyors), explore subsurface conditions, identify geotechnical considerations associated with the proposed road widening, develop a typical roadway cross-section with a guardrail system and provide the **Homeowners** with a report discussing design alternatives and relative costs. Additional analyses and recommendations will be required for final design of the selected alternative. Our specific scope of services will include the following items:

#### Task 1: Geotechnical:

1. Review geologic maps and local geotechnical information available in our files as indicators of subsurface conditions.
2. Complete a site reconnaissance to mark proposed boring locations and observe existing surficial conditions in the project area, including exposed soil and rock conditions, general slope topography, and indicators of slope instability. We will also mark the limits of the topographic survey to be completed by others provided the borings are completed first.
3. Explore subsurface conditions by advancing up to two borings to depths up to 25 feet or refusal in accessible areas along the edge of the road using a track mounted drill rig. We anticipate that the rig will block vehicle traffic during drilling. ***We will need the Town to notify residents of the temporary road closure during drilling.*** We anticipate and have budgeted for one day of drilling. The number and/or depth of the borings will be adjusted as necessary to limit the drilling to one day. The borings will be advanced using hollow stem auger and/or drive-and-wash drilling methods with standard penetration tests (SPTs) conducted at 2-ft. intervals in fill and organic soils and 5-ft. intervals in native inorganic soils.

We will arrange for the borings to be completed by a qualified test boring contractor who will notify DIG SAFE for location of utilities in public easements. *We will need the Town to locate any private on-site utilities in the vicinity of the explorations since Dig-Safe does not locate private utilities.* The boreholes will be backfilled with soil cuttings and the drilling sites will be restored to as near to pre-drilling condition as practicable. If completed in an area of existing pavement, the surface will be cold patched with asphalt concrete. Excess drill cuttings will be disposed of on-site. We assume that a police detail and permits and/or bonds will not be required for the borings.

4. A Weston & Sampson geotechnical engineer will monitor the explorations in the field, maintain logs of encountered soil and groundwater conditions, prepare boring logs, and measure the exploration locations relative to existing site features. We will present the drilling locations superimposed on the survey and include in our report.
5. Weston & Sampson will arrange for laboratory testing of selected samples from the explorations including up to two grain size distributions to confirm field soil classifications and evaluate reuse of on-site soils.
6. Evaluate the geotechnical feasibility and relative costs of up to three alternatives based on the subsurface conditions encountered in the borings, topographic survey data including property line information, and other project constraints based on information provided by the Town and members of the design team. Alternatives may include slope reconstruction and widening (e.g. rip rap slope), conventional retaining wall, or a soldier pile and lagging wall.

#### Task 2: Roadway and Railing:

1. Provide a typical roadway cross-section using MassDOT or town standards, as applicable.
2. Develop a base plan, showing limits of new bituminous, guardrail lengths and termination details and fence requirements.
3. Summarized cost estimate of the alternative methods to widen the roadway.

#### Task 3: Report and Cost Estimates:

We will prepare a report summarizing the subsurface conditions encountered in the borings, results of laboratory testing, a discussion of feasible alternatives for the roadway widening and relative opinion of probable costs, and geotechnical considerations associated with each alternative. The letter will also provide recommendations for additional engineering services, testing, explorations (if necessary) and geotechnical analyses for design and construction of each alternative. Boring logs and a site plan showing approximate exploration locations will be attached to the letter.

#### ESTIMATED FEE AND SCHEDULE

We propose to conduct the proposed scope of services described above for a lump sum fee of \$17,300 (SEVENTEEN THOUSAND & THREE HUNDRED DOLLARS) which includes approximately \$3,000 for the boring subcontractor and \$175 for laboratory testing.

## Payments

Prior to the start of providing services Weston & Sampson must receive full payment from the Homeowners the along with the written Notice-to-Proceed. Our understanding is that there are 20 residents that comprise the Longfellow Road & South Street Homeowners Group (Homeowners) in the Town of Wenham.

## Deliverable Schedule

We anticipate that our field work can be scheduled within approximately three weeks of receiving authorization, weather permitting. The geotechnical report including the alternatives and cost estimates will be delivered within 4 weeks, upon completion of the survey and geotechnical field work. Total duration is 7 weeks from receipt of a written Notice-to-Proceed and meeting payment requirements.

## Responsibilities of the Town & Homeowners

The town shall assist Weston & Sampson with gathering existing information on the roadway, property line information and utilities (if any) at the site. Information is assumed to include but not be limited to utility mapping, assessor maps, existing inspection reports, and roadway plans.

## Qualifications

Weston & Sampson will not include as part our scope of services, traffic counts, wetland flagging, permitting or hydraulic/hydrological engineering. Survey will be provided by Kane Land Surveying and will be paid directly by the Homeowners. The preparation of bid documents, bidding services and construction administration services are also not included in the scope of services. These services are optional and will be available under supplemental agreement.

We welcome the opportunity to meet with you and discuss our qualifications and approach to undertaking this project at your convenience. If you agree with this proposal and wish to retain us to provide the proposed services, please sign and return one copy of this proposal to us as authorization to proceed with performance of the services, along with Also please initial, date, and return the enclosed Terms and Conditions that are hereby incorporated by reference.

Weston & Sampson is committed to assisting the Homeowners in the Town of Wenham with your roadway evaluation efforts. We invite you to review our proposal in detail, and would be happy to meet with you to discuss our qualifications and how we can best assist in accomplishing your project goals. Please contact me by phone at 508-698-3034 x7401 or by e-mail at GrovesD@wseinc.com if you have any questions regarding our letter proposal.

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.

Dean L. Groves, PE  
Vice President/Director of Transportation

Richard A. Campbell, PE  
Team Leader

ACCEPTED FOR: Homeowners

\_\_\_\_\_

\_\_\_\_\_

By Its \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Enclosures – Standard Terms and Conditions

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# KANE LAND SURVEYORS

Professional Land Surveyors

72 Hamilton Avenue  
South Hamilton, MA 01982  
978-468-5082 Phone  
978-468-0544 Fax  
peter@kanelandsurveyors.com

November 28, 2017

Bill Tyack,  
Town of Wenham  
Highway Superintendent  
91 Grapevine Road  
Wenham, MA 01984

Dear Bill,

I enjoyed speaking with you recently in regard to the survey for the Longfellow Road project.

As discussed, our instrument survey and resulting Existing Conditions Site Plan would include

1. On the ground survey to locate planimetric and topographic data.
2. Location of all property lines.
3. Roadway features, edge of road.
4. Location of all utilities (I'll leave it to you to contact Dig-Safe).
5. At a scale of 1"=20'.
6. It will be in a DWG format compatible with AutoCAD Civil 3D.
7. The survey will extend 100' offset from either side of the center line of the road.
8. The survey will extend 75' past the red lines on the mark-up Locus Map.

The fee for these services is \$4000.00.

Please feel free to call me if you have any questions.

Sincerely,

Peter J. Kane, P.L.S.

## **BOARD OF SELECTMEN MEETING**

*December 19, 2017*

### **DRAFT MOTION**

#### **Proposed Memorandum of Understanding Regarding Reports to Longfellow Road and South Street**

- **Vote:** I move to approve proposed Memorandum of Understanding between the Wenham Board of Selectmen and the Residents of Longfellow Road and South Street contingent upon receipt of signatures by all residents of these private ways and confirmation that the contracts with Weston & Sampson and Kane Land Surveyors have been executed and paid for in full by the residents.

Seconded / Discussion/ Vote

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## NEW BUSINESS

### E.

## Town Administrator Performance Evaluation Process

- Memo regarding Town Administrator Performance Evaluation Process from Peter Lombardi, Town Administrator, December 14, 2017
- Town Administrator Contract between the Town of Wenham and Peter Lombardi, April 14, 2015
- Wenham Town Administrator Evaluation Summary of Peter Lombardi, June 2017
- Draft Motion

JW



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

Selectmen / Town Administrator  
TEL 978-468-5520 FAX 978-468-8014

## MEMORANDUM

TO: Board of Selectmen  
FROM: Peter Lombardi, Town Administrator  
RE: Town Administrator Performance Evaluation Process  
DATE: December 14, 2017

---

My employment contract is set to expire on June 30, 2018. As you may recall, per Sections I and V of my current employment agreement (attached), the Board must annually undertake a formal evaluation of my performance.

The timing of that evaluation is explicitly established in Year 1 of that three year contract as taking place in January 2016. As the contract is silent about when it was to occur in Year 2, the Board ultimately decided to push it back to the end of the fiscal year (June 2017). This decision was based on concerns that had been raised in Year 1 regarding the fact that it was difficult to evaluate my performance in attaining our consensus goals midway through the fiscal year. This meant that there was a year and a half gap between my first and second evaluation. For Year 3, the contract stipulates that the Board has to notify me by January 31, 2018 if it intends to renew my contract based on the results of a "January 2018 evaluation meeting".

Since the Board completed an evaluation just six months ago and as there seems to be agreement that these formal evaluations are generally more productive and certainly more representative of goals accomplished when they are conducted on a fiscal year basis, I propose the Board consider taking the following steps over the course of your next few meetings:

- December 19: Board agrees to review my most recent evaluation (from June 2017 – also attached), meet with me on an individual basis to review any new developments (as necessary), and communicate any such pertinent feedback (positive or negative) to the Board Chair before the January 2 meeting. As part of this process, the Board would separately agree to undertake a comprehensive performance evaluation at the end of this fiscal year (June 2018) and to the subsequent steps outlined for January 2 and January 16 as part of this evaluation/renewal process.
- January 2: Based on feedback about any new information regarding my performance from June 2017 to present and taking into account the Board's

assessment of my performance at the time, the Board discusses their interest in seeking to renew my contract, subject to coming to mutually agreeable terms and conditions in Executive Session. An Executive Session would be scheduled at the conclusion of this meeting to begin discussions about a new contract if the Board expresses interest in doing so.

- January 16: If the Board expresses interest in a new contract at your January 2 meeting, a 2<sup>nd</sup> Executive Session would be scheduled to try to finalize the terms of a new contract which, once approved, would be shared out in Open Session. At this meeting, the Board would also take up the question of what merit pay (if any) they feel is appropriate for me for FY18. A reminder that \$28k has been appropriated in the FY18 budget to cover up to 2% merit pay increases for all 20 non-union employees based on the results of my evaluation of their performance this past year. I anticipate that my recommendations for FY18 merit increases for all other staff will be on this meeting's agenda for your review and approval.

Please let me know if you have any questions or concerns about the proposed process I've outlined above.

## MEMORANDUM OF AGREEMENT

Agreement made as of April 14, 2015 between the Town of Wenham ("Town") as represented by its Board of Selectmen and Peter Lombardi.

Whereas, the Town seeks to employ the services of Mr. Lombardi as Town Administrator under the terms set forth below, and Mr. Lombardi wishes to accept the position under such terms;

THEREFORE, the Town and Mr. Lombardi agree as follows:

### I. TERM

Employment under this Agreement is to commence as of May 18, 2015 and shall terminate on June 30th, 2018, unless terminated earlier as set forth below. During this period, Mr. Lombardi will be evaluated each January, beginning January 2016. At the January 2016 evaluation meeting, if the Wenham Board of Selectmen determines that Mr. Lombardi is not performing at a satisfactory level, he will be notified in writing by January 31, 2016 that his contract will terminate on June 30, 2016. If the Wenham Board of Selectmen determines at this January 2016 meeting that Mr. Lombardi's performance is satisfactory, he will be notified in writing that the initial probation period has ceased and the contract will continue to remain in effect until June 30, 2018. If the Wenham Board of Selectmen determines at the January 2018 evaluation meeting that they are not satisfied with Mr. Lombardi's performance, he will be notified in writing by January 31, 2018 that his contract will not be renewed as of July 1, 2018. Notwithstanding the above, the town may terminate this agreement at any time, for cause. For purposes of this agreement, "cause" shall mean any lawful reason as determined by the Board in its sole discretion.

Mr. Lombardi may terminate this agreement at any time by giving thirty (30) days written notice to the Wenham Board of Selectmen of his resignation.

Upon termination of this agreement Mr. Lombardi shall be entitled to receive only such wages and benefits that have been earned and accrued up to the termination date.

II. **DUTIES AND RESPONSIBILITIES.**

- A. During the term of this Agreement, the Town Administrator shall be responsible for day-to-day administration of the Town's affairs, subject to the direction of the Board of Selectmen. His duties are described in the attached Town Administrator's job description.
- B. Mr. Lombardi shall diligently, faithfully, and competently perform the above referenced duties and responsibilities, as well as responsibilities required or imposed upon him in accordance with the laws and regulations of the Commonwealth; Town policies, Directives of the Board of Selectmen, and the provisions of this Agreement.

III. **HOURS OF WORK**

Mr. Lombardi will devote full time and attention to the business of the Town and will not engage in any other business during office hours, except with the approval of the Board.

Mr. Lombardi may accept speaking, writing, lecturing, teaching, training or other engagements of a professional nature, provided that they do not interfere with or detract from his duties as Town Administrator and are approved by the Board of Selectmen, such approval not to be unreasonably denied.

The Town Administrator recognizes that the proper performance of his duties and responsibilities under this agreement will require him to devote time outside of prescribed or regularly scheduled office hours, and acknowledges that he is exempt from Fair Labor Standards Act overtime provisions and is not entitled to any overtime pay. The Town Administrator may be allowed to take reasonable compensatory time off during said normal office hours, with the approval of the Board, for time spent at evening/weekend meetings or hearings.

IV. **COMPENSATION AND BENEFITS**

- A. In consideration of Mr. Lombardi's faithful, diligent and competent performance of his duties as provided in this Agreement, the Town shall pay him an annual salary of \$105,000, effective May 18, 2015 and continuing through June 30, 2018 subject to the provisions of Article I, payable in bi-weekly installments at the same time as other employees of the Town are paid. The Board of Selectmen may increase Mr. Lombardi's base salary on an annual basis upon

review of his performance as determined by the annual Town Administrator employee evaluation process referenced in Article V.

- B. Mr. Lombardi shall receive four (4) weeks' vacation per year that shall accrue at a rate of 1.67 vacation days per month. Up to five (5) unused vacation days may be carried over from one fiscal year to the next; however, at no time will Mr. Lombardi take more than five (5) weeks of paid vacation time in any one fiscal year. Upon the resignation, retirement, or any other termination of employment, Mr. Lombardi shall be paid for all vacation days accrued but not taken. Otherwise, Mr. Lombardi shall be eligible for such employee benefits as are normally provided to full-time Town employees, which may change from time to time, pursuant to applicable policies and proportional to the identified time period of service as Town Administrator.
- C. Mr. Lombardi shall be reimbursed for reasonable expenses incurred in the course of his duties, in accordance with the town's existing policies and procedures. These expenses might include seminars, professional dues, travel, lodging, meals, and mileage for vehicle use, working within available funding limitations, as approved in the Town Administrator's Expense Budget (FY2016=\$2,500). Lodging and out of state seminars/conferences will require the Wenham Board of Selectmen's approval. He shall also be provided a mobile phone.

V. **EVALUATION**

- A. The Board shall review and evaluate the Town Administrator every year from the date of appointment, with the first such evaluation taking place in January 2016. Said review and evaluation shall be based on the goals and objectives developed jointly by the Board and Mr. Lombardi. Further, the Chairman of the Board shall provide Mr. Lombardi with a summary written statement of the evaluation findings of the Board and shall provide an adequate opportunity for Mr. Lombardi to discuss his evaluation with the Board.
- B. Annually, the Board and the Town Administrator shall define the goals and objectives which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives, and shall further establish a general priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limits specified and within the annual operating and capital budgets and appropriations provided by the Town and the events that have occurred during the year.
- C. Mr. Lombardi will also be evaluated on his leadership and interpersonal skills, management style, effectiveness, relations with the Selectmen and other Wenham Boards, responsiveness to requests and policy development.

VI. **INDEMNIFICATION**

- A. The Town shall defend, save harmless, and indemnify Mr. Lombardi against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of his duties as Town Administrator, even if said claim has been made following his termination from employment, provided that Mr. Lombardi acted in good faith within the scope of his duties. The Town shall pay the amount of any settlement or judgment rendered thereon. The Town may compromise and settle any such claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to Mr. Lombardi.
- B. The Town shall reimburse Mr. Lombardi for any attorneys' fees and costs incurred by him in connection with such claims or suits involving the Town Administrator in his professional capacity.
- C. This indemnification shall also apply to Mr. Lombardi after he leaves the employment of the Town.
- D. Article VI of this Agreement shall survive any termination of this Agreement.

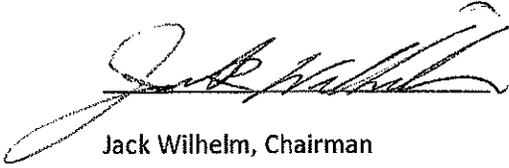
VII. **SEVERABILITY**

If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

VIII. **ENTIRE AGREEMENT**

This Agreement embodies the whole Agreement between the Town and the Town Administrator. This Agreement may not be changed except by agreement in writing, signed by all parties.

**TOWN OF WENHAM**



Jack Wilhelm, Chairman



Peter Lombardi, Town Administrator

4-14-15

Date

4/14/15

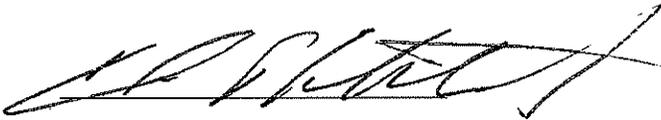
Date



Catherine Harrison, Vice Chairman

4/14/15

Date



Kenneth F. Whittaker, Clerk

April 14, 2015

Date

# Wenham Town Administrator Evaluation Form: Peter Lombardi

Board Member Name: Summary

5	4	3	2	
Outstanding	Commendable	Satisfactory	Needs Improvement	Not Applicable or Unable to Evaluate

**RATING SCALE**

1. General Management/Effectiveness				
A. Efficiently and effectively manages day-to-day operations of Town government.	(5)	4	3	2
B. Sees the big picture – balances the needs and interests of the full range of municipal services.	5	(4)	3	2
C. Thinks and plans for the long term - keeps strategic planning in mind when addressing daily operational issues.	(5)	4	3	2
D. Employs a reflective and reasoned approach to decision making and makes timely decisions.	(5)	4	3	2
E. Demonstrates the ability to apply technical knowledge of collective bargaining, procurement, project management, human resource management, financial management, and other key elements of effective municipal management.	(5)	4	3	2
F. Oversees Town's interests in all matters of litigation, coordinating the provision of services by Town Counsel and special counsel.	(5)	4	3	2

Comments:

2. Board Relations/Communication				
A. Expresses ideas and information accurately and clearly in both oral and written form.	(5)	4	3	2
B. Prepares and distributes materials and information in a timely manner for Board of Selectmen and other Town Boards, Committees, and Commissions when applicable.	(5)	4	3	2
C. Provides recommendations to assist the Board of Selectmen and other Town Boards, Committees, and Commission when applicable in policy development and decision making.	(5)	4	3	2
D. Establishes and maintains a system of reporting to the Board of Selectmen on current plans and activities of Town staff and operations.	5	(4)	3	2
E. Shares information with employees and residents on a regular basis.	5	(4)	3	2
F. Develops and cultivates strong relationships with key regional partners to benefit the provision of Town services.	(5)	4	3	2

Comments:

	5	4	3	2	
	Outstanding	Commendable	Satisfactory	Needs Improvement	Not Applicable or Unable to Evaluate

### 3. Interpersonal Skills & Development

A. Takes responsibility seriously and works hard.	5	4	3	2	
B. Is tactful, diplomatic and tolerant.	5	4	3	2	
C. Manages and resolves conflict effectively.	5	4	3	2	
D. Has a positive approach to position.	5	4	3	2	
E. Recognizes and learns from past mistakes.	5	4	3	2	
F. Devotes time and effort to personal and professional excellence, keeping abreast of current developments in the field of public administration and municipal governance.	5	4	3	2	

Comments:

### 4. Leadership

A. Displays a competent and professional attitude.	5	4	3	2	
B. Inspires confidence and respect from Town staff, elected/appointed leaders, and residents.	5	4	3	2	
C. Promotes honesty, integrity and fairness across the organization.	5	4	3	2	✓
D. Creates a positive work environment, developing rapport and trust with employees.	5	4	3	2	
E. Understands the importance of teamwork, recognizes the efforts and accomplishments of other Town employees, and motivates superior performance.	5	4	3	2	
F. Balances taking responsibility and delegating assignments as necessary.	5	4	3	2	

Comments:

**5. Board of Selectmen Priority Goals for Fiscal 2017**

Note that the goals and objectives listed below were developed at the Annual Retreat on August 5, were approved by the Board at their September 20 meeting, and are intended to reflect consensus priorities to be addressed throughout the course of FY17. As such, the evaluation standards are based on progress achieved to date.

	5	4	3	2	
	Outstanding Progress	Commendable Progress	Satisfactory Progress	Insufficient Progress	No Longer Priority or Unable to Evaluate
<b>Goal #1: Successful Annual Town Meeting</b>					
A. Coordinate warrant articles and budget schedule, with focus on understanding policy options in developing FY18 operating budget	5	4	3	2	
B. Assemble Annual Town Report document in line with MMA Annual Town Report contest standards	5	4	3	2	
C. Create comprehensive budget document that presents achievements, challenges, goals, and objectives in line with Government Finance Officer Association (GFOA) Distinguished Budget Presentation Award standards	5	4	3	2	

Comments:

<b>Goal #2: Advance Human Resource Management</b>					
A. Complete comprehensive update of personnel policies and procedures	5	4	3	2	
B. Evaluate concept of implementing merit steps for non-union employees based on performance evaluation process	5	4	3	2	
C. Develop and execute succession plan for key management positions	5	4	3	2	

Comments:

**Board of Selectmen Priority Goals for Fiscal 2017 (continued)**

	5	4	3	2	
	Outstanding Progress	Commendable Progress	Satisfactory Progress	Insufficient Progress	No Longer Priority or Unable to Evaluate
<b>Goal #3: Improve Communications</b>					
A. Continue to improve communication between Town Hall departments/employees, and between elected/appointed officials on Town Boards, Committees, and Commissions	5	④	3	2	
B. Continue to improve outreach and provide more information via Town website	⑤	4	3	2	
C. Complete all necessary repairs/upgrades to improve phone system	5	4	3	2	✓
D. Develop and formalize community sign policy	5	4	3	②	
E. Continue to improve resident engagement	5	4	③	2	

Comments:

<b>Goal #4: Initiate Strategic Planning Measures</b>					
A. Draft and implement 5-Year Capital Improvement Plan (CIP)	⑤	4	3	2	
B. Draft updated Open Space and Recreation Plan (OSRP), including identifying estate properties that may be redeveloped and creating a policy framework regarding Town's role	5	4	③	2	
C. Draft updated Joint Recreation Intermunicipal Agreement	5	4	3	②	
D. Determine feasibility of expanding shared services and regionalization efforts	5	④	3	2	
E. Appoint and support efforts of 375th Anniversary Committee	⑤	4	3	2	

Comments:

**Board of Selectmen Priority Goals for Fiscal 2017 (continued)**

	5	4	3	2	
	Outstanding Progress	Commendable Progress	Satisfactory Progress	Insufficient Progress	No Longer Priority or Unable to Evaluate
<b>Goal #5: Facilitate Economic Development</b>					
A. Examine potential for cellphone towers on public property and improve cellphone reception (especially in West Wenham)	5	4	3	2	
B. Develop workable plan to potentially develop Boulder Lane	5	4	3	2	
C. Identify Town-owned properties and outline potential disposition plan	5	4	3	2	

Comments:

General Comments:

*The annual performance evaluation process is outlined in the Town Administrator's employment contract and is important to advancing Town-wide organizational and operational priorities. Please schedule a time to meet with the Town Administrator to discuss this evaluation. After this initial review, please submit your completed evaluation form to the Board Chair, who will aggregate individual ratings and comments.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Board of Selectmen Priority Goals for Fiscal 2017 (continued)**

	5	4	3	2	
	Outstanding Progress	Commendable Progress	Satisfactory Progress	Insufficient Progress	No Longer Priority or Unable to Evaluate
<b>Goal #5: Facilitate Economic Development</b>					
A. Examine potential for cellphone towers on public property and improve cellphone reception (especially in West Wenham)	5	4	3	2	
B. Develop workable plan to potentially develop Boulder Lane	5	4	3	2	
C. Identify Town-owned properties and outline potential disposition plan	5	4	3	2	

Comments:

General Comments:

*The annual performance evaluation process is outlined in the Town Administrator's employment contract and is important to advancing Town-wide organizational and operational priorities. Please schedule a time to meet with the Town Administrator to discuss this evaluation. After this initial review, please submit your completed evaluation form to the Board Chair, who will aggregate individual ratings and comments.*

Signature 

Date 6-19-17

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## **DRAFT MOTION**

### Town Administrator Evaluation Process

- Vote: I move to approve the recommended performance evaluation process for Town Administrator, Peter Lombardi.

Seconded / Discussion/ Vote

**BOARD OF SELECTMEN MEETING**

*December 19, 2017*

**NEW BUSINESS**

**F.**

**Other matters, as may not have been  
reasonably anticipated by the Chair**

**(Discussion Only)**

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## OLD BUSINESS

- G. Annual Liquor License Renewals: JC  
Fresh Foods, LLC, DBA Wenham Tea House, Chris Keohane  
4 Monument Street
- H. Used Car Dealer License Renewals: JW  
Freeman's Garage - 34 Arbor Street

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## OLD BUSINESS

### G.

#### Annual Liquor License Renewals

**Fresh Foods, LLC DBA Wenham Tea House –  
4 Monument Street**

**Chris Keohane**

- Checklist for Annual Renewal
- ABCC Retail License Renewal – Restaurant, All Alcohol
- Application for Common Victualler's License
- Restaurant Layout
- 2017 Food Service Permit
- Proof of Employer's Liability Insurance
- Proof of Worker's Comp. Insurance
- Tips Certifications
- Check for \$1,500
- Inspection Letter from Chief Thomas Perkins, WPD
- Inspection Certificate from Charles Brett, Building Inspector
- Inspection Email from Captain Jeff Baxter, WFD
- Email from Chris Keohane regarding Liquor License Renewal
- Question from Peter Lombardi, Town Administrator,  
December 5, 2017
- Draft Motion

JC



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

Selectmen / Town Administrator

TEL 978-468-5520

FAX 978-468-8014

## MEMORANDUM

**TO:** Fresh Foods, Inc. DBA Wenham Tea House – Christopher Keohane  
**RE:** *Retail Liquor License Renewal Application: Off Premises*  
**DATE:** October 11, 2017

---

Enclosed you'll find a Retail Liquor License Renewal Guide and your 2018 Off-Premises Retail Liquor License Renewal Application. Listed below are all documents you must provide in order for the Board of Selectmen to hear your request for renewal. **Please return all completed documents to the Town Administrator's Office by Wednesday, November 15, 2017.**

- Signed ABCC License Renewal Application
- Application for Common Victualler License
- Food Service License (if applicable)
- Proof of Employer's Liability Insurance
- Proof of Worker's Compensation Insurance
- Current Tips Certifications on all employees selling alcohol
- \$1,500 check payable to: Town of Wenham

A Certificate of Inspection from the Police Department, Fire Department and Building Inspector will also be required. All inspections will be initiated by the Administrative Office upon receipt of your renewal application.

Once all paperwork is returned and in order, your renewal request will be placed on the Board of Selectmen's Agenda for Local Licensing Authority approval. The ABCC requires that approvals from the Local Licensing Authority be received no later than **December 31<sup>st</sup>, 2017.**

Please contact the Town Administrator's Office with any questions at [nroebeck@wenhamma.gov](mailto:nroebeck@wenhamma.gov) or 978-468-5520 ext. 2.



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street, 1st Floor  
Boston, Massachusetts 02114

**2018**  
**Retail License Renewal**

License Number: 00002-RS-1354

Municipality: WENHAM

License Name : Fresh Foods LLC

License Class: Annual

DBA : Wenham Tea House

License Type: Restaurant

Premises Address: 4 Monument Street Wenham, MA  
01984

License Category: All Alcoholic Beverages

Manager: Christopher Keohane

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:





# TOWN OF WENHAM

## APPLICATION FOR A COMMON VICTUALLER LICENSE

The undersigned makes application for a Common Victualler License, under the provision of M.G.L., Chapter 140, Section 2, with the privilege of doing business on Sunday, to be exercised on the following described premises, to wit.

1. Business Address 4 Monument Street Wenham MA 01987

2. Dimensions of Location See Addendum A Parts 1 & 2

NOTE: The rules of the Licensing Board require that the license, if granted, cannot be transferred or sold without the consent of the Licensing Board. Before booths, or entertainments, etc., including dancing, can be introduced on the licensed premises, application must be made to the Board and a plan filed.

3. Hours of Operation SUN - 8-2; MON - CLOSED; TUES - THU 9am - 9pm; FRI & SAT 8am - 10f

4. Number of Seats 60

5. Type of Food to be Served Breakfast, Lunch, Tea, (American)

The applicant in signing this form agrees that he or she has read the note above and will confirm to same. Please fill in either 6 or 7 and all other information requested.

6. Individual/Partnership

Name(s) \_\_\_\_\_

Address(es) \_\_\_\_\_ Home Phone # \_\_\_\_\_

7. Corporation

Name Fresh Food, LLC

Address(es) 4 MONUMENT STREET Home Phone # \_\_\_\_\_

8. Business Name WENHAM TEA HOUSE Telephone # 978-500-4126

FEATURING FRESH FOOD CATERING

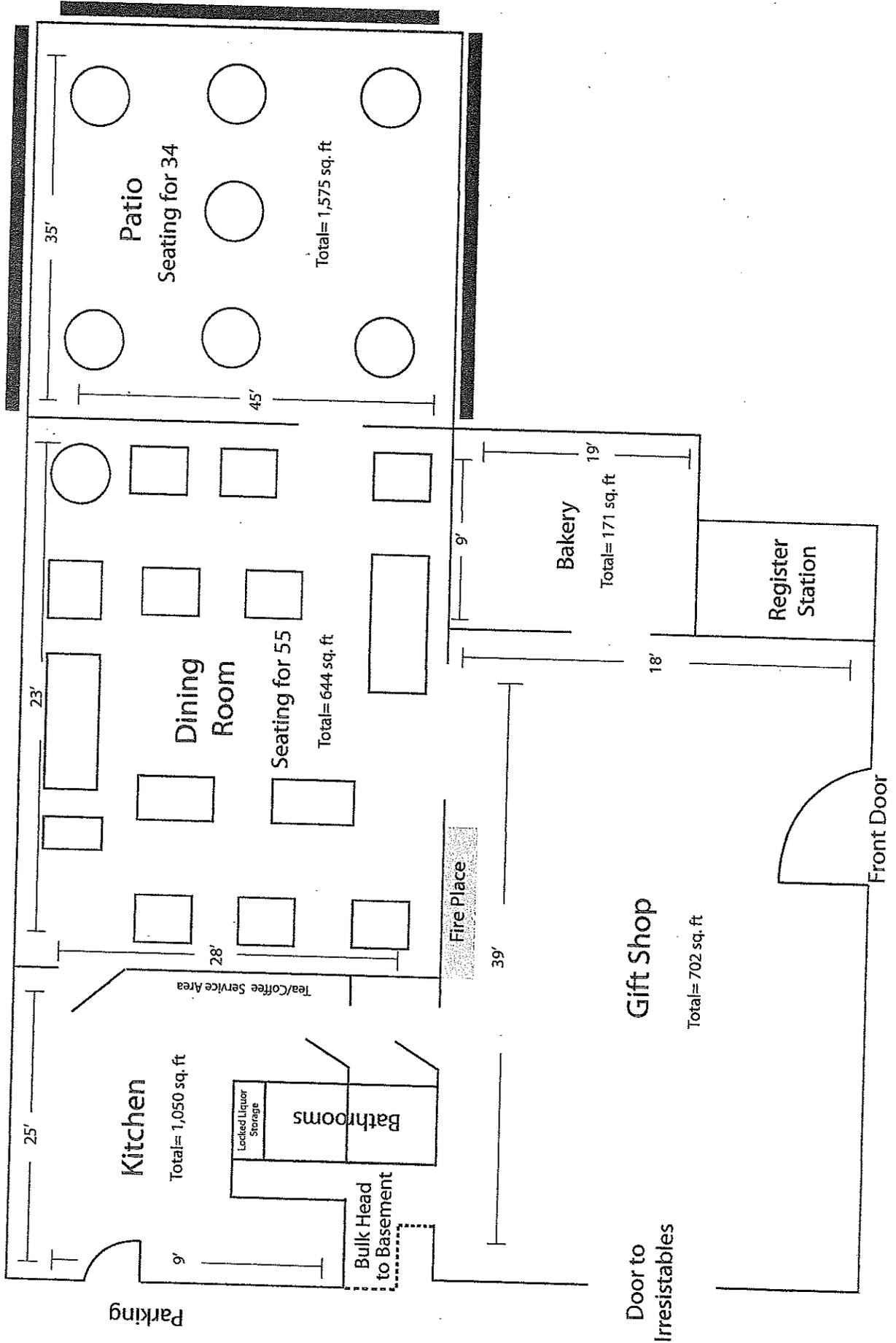
Name of Manager:

Christopher Keohane

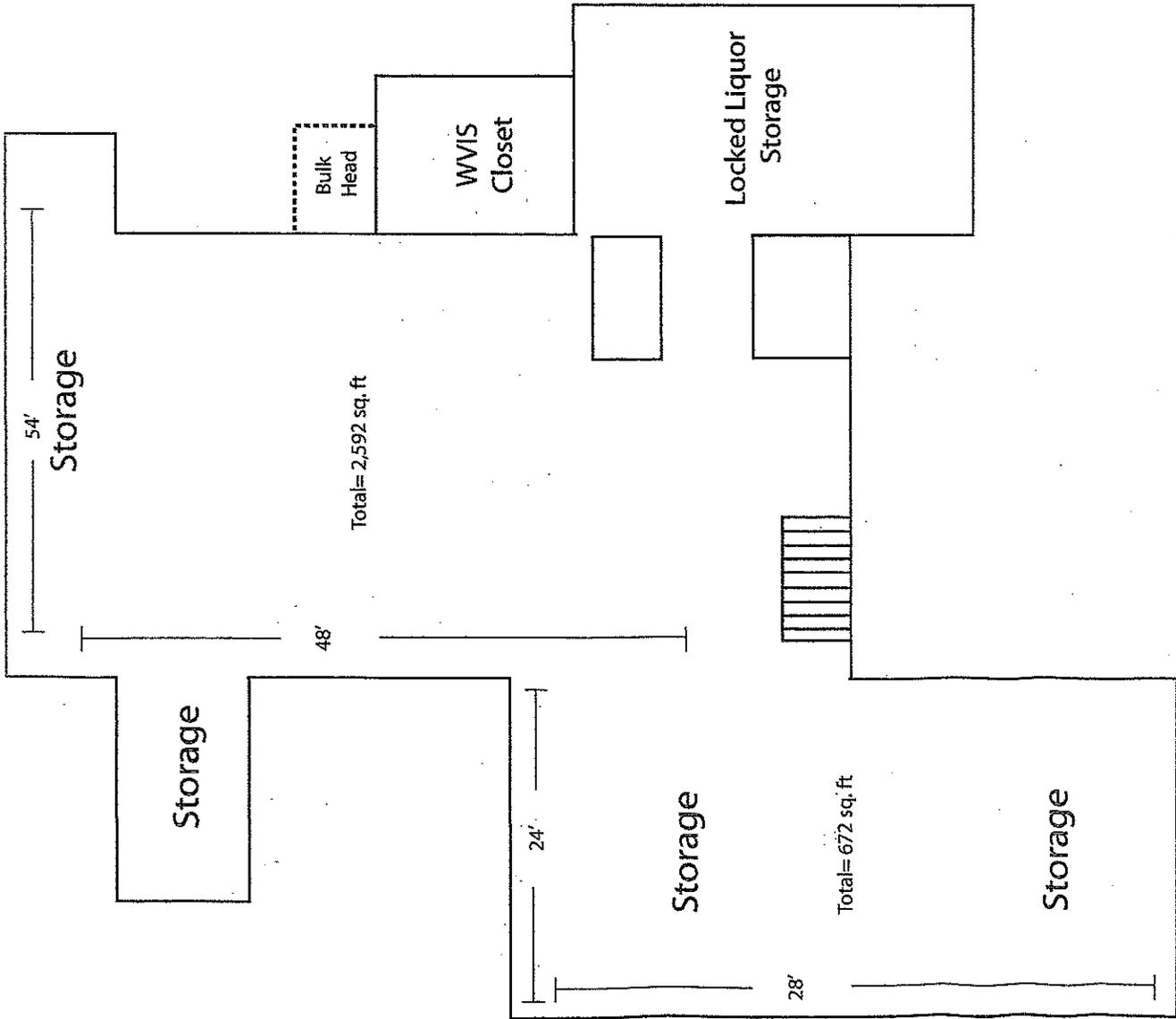
Signature of Applicant:

[Handwritten Signature]

# Addendum A Part 1



Add A Part 2



<b>Total Square Feet</b>
Patio: 1,575 sq. ft.
Bakery: 171 sq. ft.
Retail Store: 702 sq. ft.
Basement: 3,264 sq. ft. (Finished & unfinished)
Kitchen: 1,050 sq. ft.
Dining Room: 644 sq. ft.
<b>Total: 7,406 sq. ft.</b>



THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WENHAM

Permit Number 4-2017

Fee \$100

This is to certify that:

WENHAM TEA HOUSE  
1 MONUMENT STREET  
WENHAM, MA 01984

IS HEREBY GRANTED A

**Food Service License**

This license is granted in conformity with the Statues and ordinances relating  
Thereeto, and expires December 31, 2017 unless sooner suspended or revoked.

Date:

  
Roberta Cody  
Assistant Agent for the Board of Health

16 (Policy Provisions: WC 00 00 00 C)

57

CS

**INFORMATION PAGE**

**WEC WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

**INSURER:** HARTFORD ACCIDENT AND INDEMNITY COMPANY  
ONE HARTFORD PLAZA, HARTFORD, CONNECTICUT 06155

**NCCI Company Number:** 10448  
**Company Code:** 5



**POLICY NUMBER:**  
**Previous Policy Number:**

08 WEC CS5716
08 WEC CS5716

Suffix	
LARS	RENEWAL
	02

**HOUSING CODE:** DW

**1. Named Insured and Mailing Address:** FRESH FOOD LLC  
(No., Street, Town, State, Zip Code)

(SEE ENDT)

**FEIN Number:** 472456944  
4 MONUMENT ST  
WENHAM, MA 01984

**State Identification Number(s):**

**The Named Insured is:** LIMITED LIABILITY COMPANY  
**Business of Named Insured:** RESTAURANT - FULL SERVICE  
**Other workplaces not shown above:** SEE ATTACHED SCHEDULES

**2. Policy Period:** From 03/01/17 To 03/01/18  
12:01 a.m., Standard time at the insured's mailing address.

**Producer's Name:** PHIL RICHARD INSURANCE INC/PHS

**Producer's Code:** 088330  
301 WOODS PARK DRIVE  
CLINTON, NY 13323

**Issuing Office:** THE HARTFORD  
301 WOODS PARK DRIVE  
CLINTON NY 13323  
(866) 467-8730

---

**Total Estimated Annual Premium:** \$2,359  
**Deposit Premium:**  
**Policy Minimum Premium:** \$292 MA (INCLUDES INCREASED LIMIT MIN. PREM.)

---

**Audit Period:** ANNUAL

**Installment Term:**

The policy is not binding unless countersigned by our authorized representative.

Countersigned by *Susan L. Castaneda*  
Authorized Representative

01/14/17  
Date

**INFORMATION PAGE (Continued)**

**Policy Number: 08 WEC CS5716**

**3. A. Workers Compensation Insurance:** Part one of the policy applies to the Workers Compensation Law of the states listed here: MA

**B. Employers Liability Insurance:** Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

<b>Bodily injury by Accident</b>	\$1,000,000	<b>each accident</b>
<b>Bodily injury by Disease</b>	\$1,000,000	<b>policy limit</b>
<b>Bodily injury by Disease</b>	\$1,000,000	<b>each employee</b>

**C. Other States Insurance:** Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT ND, OH, WA, WY, US TERRITORIES, AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

**D. This policy includes these endorsements and schedule:**

WC 99 00 05 WC 00 04 22B WC 20 03 03D WC 99 03 00D WC 99 03 65  
SEE ENDT

**4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.**

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
---	--	---------------------------------------	--------------------------------

(SEE ATTACHED SCHEDULES)

MA RATE DEVIATION PREMIUM CREDIT (.20) (9037)			-440
INCREASED LIMITS PART TWO (9812) 2.00 PERCENT			35
TO EQUAL INCREASED LIMITS MINIMUM PREMIUM (9848)			40
TOTAL ESTIMATED ANNUAL STANDARD PREMIUM			1,837
EXPENSE CONSTANT (0900)			338
MASSACHUSETTS DIA ASSESSMENT 5.600 PERCENT			123
TERRORISM (9740)	202,000	.030	61
TOTAL ESTIMATED ANNUAL PREMIUM			2,359

<b>Total Estimated Annual Premium:</b>	\$2,359
<b>Deposit Premium:</b>	
<b>Policy Minimum Premium:</b>	\$292 MA (INCLUDES INCREASED LIMIT MIN. PREM.)

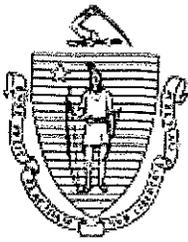
**Interstate/Intrastate Identification Number:**

**Labor Contractors Policy Number:**

NAICS:  
SIC: 5812







The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

Print Form

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

Please Print Legibly

Business/Organization Name: FRESH FOOD LLC

Address: 4 MONUMENT STREET

City/State/Zip: WENHAM MA 01984 Phone #: 978-468-1398

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with 22 employees (full and/or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. real estate, auto, etc.)
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Health Care
- 12.  Other

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: The Hartford

Insurer's Address: 301 Woods Park Dr.

City/State/Zip: Clinton NY 13323

Policy # or Self-ins. Lic. # 08 WEC C55716 Expiration Date: 3/1/18

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: [Signature] Date: 11/2/17

Phone #: 978-468-1398

*Official use only. Do not write in this area, to be completed by city or town official.*

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

fresh food  
catering

**Fresh Food LLC**

DBA Wenham Tea House/Fresh Food Cafe/Fresh Food Catering  
4 Monument Street  
Wenham, MA 01984  
978-468-1398

4578

53-7214/2113

DATE

11/8/17

PAY TO THE ORDER OF

Town of Wenham

\$ 1500.00

One thousand five hundred and <sup>00</sup>/<sub>100</sub>

DOLLARS

FOR

liquor license renewal

Owner

*[Signature]*



BEVERLY BANK  
YOUR COMMUNITY BANK



Details on back

Security Features

**TIPS** eTIPS On Premise 3.0 SSN: XXX-XX-XXXX  
Issued: 9/21/2016 Expires: 9/21/2019  
ID#: 4358971 D.O.B.: XX/XX/XXXX

Christopher M Keohane  
Fresh Food LLC  
4 Monument Street  
Wenham, MA 01984

For service visit us online at [www.gettips.com](http://www.gettips.com)

**TIPS** eTIPS On Premise 3.0 SSN: XXX-XX-XXXX  
Issued: 10/6/2016 Expires: 10/6/2019  
ID#: 4371624 D.O.B.: XX/XX/XXXX

Charlene E Cantore  
82 Walnut Rd  
Wenham, MA 01984-1611

For service visit us online at [www.gettips.com](http://www.gettips.com)

**TIPS** eTIPS On Premise 2.0 **CERTIFIED**  
Issued: 11/16/2015 Expires: 11/16/2018  
ID#: 4128540

Courtney Taylor Perkins  
Fresh Food LLC  
4 Monument St  
Wenham, MA 01984-1325

For service visit us online at [www.gettips.com](http://www.gettips.com)



HEALTH COMMUNICATIONS INC.  
1501 Wilson Blvd., Suite 500  
Arlington, VA 22209  
703-524-1200  
[www.gettips.com](http://www.gettips.com)

*This card was issued for successful completion of the TIPS program.*

Signature: Charlene Cantore

## Nicole Roebuck

---

**From:** Tom Perkins  
**Sent:** Wednesday, November 29, 2017 12:05 PM  
**To:** Peter Lombardi  
**Cc:** Nicole Roebuck  
**Subject:** Liquor inspections  
**Attachments:** SKM\_22717112913000.pdf

Hi Peter,

Attached is a report from Capt. DiNapoli about liquor license compliance. We both met with Ret. Capt. Tobey last week for some informal training on the inspection process he used to provide. Additionally, we reached out to our contact with the ABCC for confirmation we were not missing anything. Capt. DiNapoli is signed up for formal training next month, which was the first available. I am confident that the 3 establishments in Wenham are squared away and providing service within the confines of the law and therefore recommend favorably in their license renewals. Let me know if we can be any further assistance.

Respectfully Submitted,

Thomas C. Perkins, Chief of Police  
Wenham Police Department  
1 Friend Court, P.O. Box 536  
Wenham, MA 01984

978-468-5500 Extension 220

### CONFIDENTIALITY:

The information contained files in this electronic mail message and any electronic files attached to it may be confidential information and may also be subject of legal professional privilege and or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender. This footnote also confirms that this email message has been checked for the presence of computer viruses.

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**From:** copier@wenhamma.gov <copier@wenhamma.gov>  
**Sent:** Wednesday, November 29, 2017 1:00 PM  
**To:** Tom Perkins  
**Subject:** Message from KM\_227



# WENHAM POLICE DEPARTMENT



THOMAS C. PERKINS  
CHIEF OF POLICE

1 Friend Court  
P.O. Box 536  
Wenham MA 01984  
www.wenhampd.com

PHONE (978) - 468 - 4000

FAX (978) - 468 - 5603

To: Chief Thomas Perkins

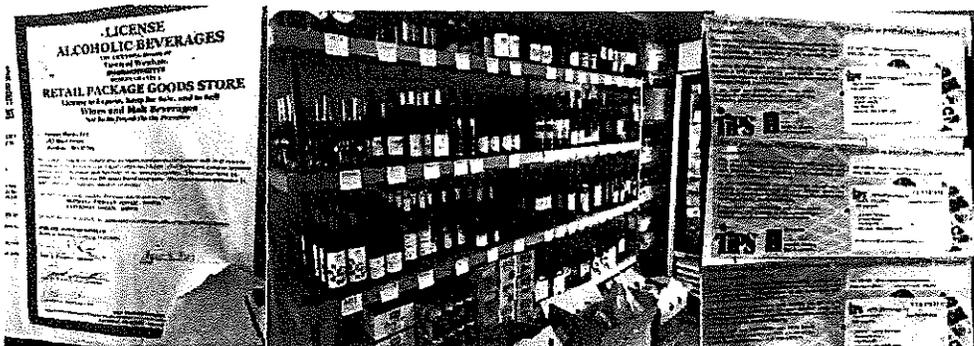
From: Captain Kevin DiNapoli <sup>450</sup>

Date: November 29, 2017

Re: 2017 Liquor Inspections

On Monday, November 27<sup>th</sup> and Tuesday, November 28<sup>th</sup> I conducted the annual liquor inspections at the three establishments in Wenham licensed to serve and/or sell alcohol. The results are listed as follows:

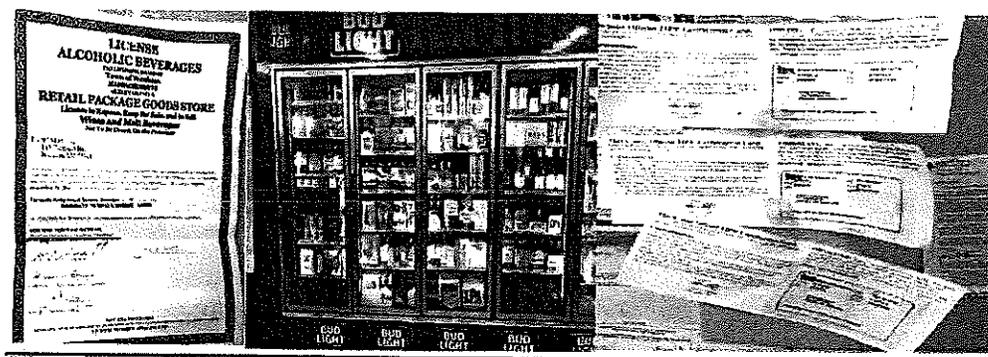
## Grassy Roots



**"Dedicated to Community, Committed to Serve"**

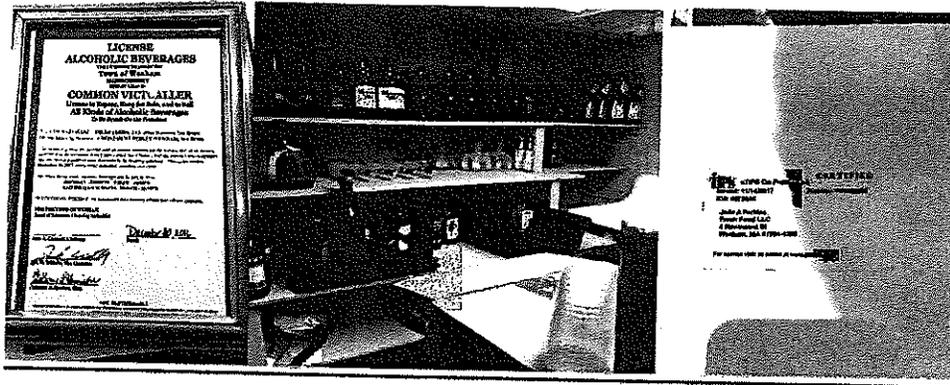
I met with the owner/manager of Grassy Roots identified as Jennifer Grammas. I inspected the license posted on the wall, certificates to serve alcohol and location of alcohol on the premises. All appeared to be in order. Missing, however, was the warning sign posted in plain view for the customers to see the risks of alcohol consumption. Ms. Grammas advised she never received the warning sign when her establishment was first licensed to serve alcohol in April of 2017. I advised her to check her original licensing documents and agreed to get a new sign for her and hand-deliver it ASAP.

### Richdale Market



I met with the owner identified as Albert Abdelmacak. I inspected the license posted on the wall, certificates to serve alcohol, warning sign of alcohol consumption and alcohol on the premises. All appeared in order while I was on scene. Mr. Abdermacak advised he keeps each employee's license to sell alcohol on sight because often employees come and go over time. I was also advised the storage area in the back room (where the extra alcohol is kept) stays locked at all times.

## Wenham Tea House



I met with the owner identified as Christopher Keohane and the manager identified as Julie Perkins. I observed the license to serve alcohol posted on the wall, individual certificates to serve alcohol, warning signs of alcohol consumption and the storage location of the alcohol on sight. The establishment was well-organized and adhering to all applicable standards.



## THE COMMONWEALTH OF MASSACHUSETTS

### TOWN OF WENHAM

In accordance with the Massachusetts State Building Code, Section 108.15, this

### CERTIFICATE OF INSPECTION

Is Issue to: **Fresh Foods LLC DBA Wenham Tea House**

Owner of Buildings: **Chris Keohane**

I certify that I have inspected the: **Restaurant and Retail Space**

Located at: **4 Monument Street** in the **Town of Wenham**

The mean of egress are sufficient for the following number of persons:

Date of Certificate Issued

November 28, 2017

Date Certificate Expires

November 28, 2018

Building Inspector

Charles Brett

## Nicole Roebuck

---

**From:** Jeff Baxter  
**Sent:** Thursday, November 09, 2017 4:39 PM  
**To:** Nicole Roebuck  
**Subject:** Tea House

Nicci,  
The Tea house as of today has passed there inspection and are all set for licensing

*Thank you,  
Jeffrey Baxter  
Captain*

*Wenham Fire Department  
140 Main St.  
Wenham, MA 01984  
Ph: 978-468-5508  
Fax: 978-468-5509  
Email: [jbaxter@wenhamma.gov](mailto:jbaxter@wenhamma.gov)*

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## Nicole Roebuck

---

**From:** Jeff Baxter  
**Sent:** Thursday, November 02, 2017 11:04 AM  
**To:** Nicole Roebuck; Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jacqueline Bresnahan  
**Subject:** RE: Annual Liquor License & Used Car Dealer License Renewals

Nicci,

For used cars Fallons and Burnett's is properly permitted and inspected and for liquor licenses Grassy Roots and 143 Topsfield Rd. is all set, The Tea House at this time has some corrections to make and they will contact us as soon as corrections are made. Any further questions please contact us.

Thank you,  
Jeffrey Baxter  
Captain

Wenham Fire Department  
140 Main St.  
Wenham, MA 01984  
Ph: 978-468-5508  
Fax: 978-468-5509  
Email: [Jbaxter@wenhamma.gov](mailto:Jbaxter@wenhamma.gov)

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**From:** Nicole Roebuck  
**Sent:** Tuesday, October 10, 2017 4:57 PM  
**To:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan  
**Subject:** Annual Liquor License & Used Car Dealer License Renewals

Hi guys,

I'm pulling together the applications, etc. for our 3 Retail Liquor License holders and 3 Used Car Dealer License holders. They'll go in the mail tomorrow. If we give them an application return deadline of Wednesday, November 15<sup>th</sup>, will that give you enough notice to get required inspections done and your recommendations returned in time for a December 5<sup>th</sup> Selectmen's meeting?

Please let me know as soon as you can.

## Peter Lombardi

---

**From:** Chris Keohane <chris@wenhamteahouse.com>  
**Sent:** Tuesday, December 05, 2017 10:09 AM  
**To:** Peter Lombardi  
**Subject:** Re: Liquor License Renewal Question

Hey there,

Great to hear from you!

Surely!

Sorry about the discrepancies, we move chairs in and out pretty consistently for parties, etc. and I must've missed count.

The Floor Plan was an original created draft when I took over with Henry's five/six years ago. I have used that same plan every year I have been here for all of my applications because it has accurate square footage and floorplans/blueprints for the Fire dept, etc. (There are no other floor plans in existence of this building in mine or the WVIS possession).

The Patio is a seasonal entity—it is operated May-Sept and provides for an additional 34 seats outside. Originally we had 40, but I removed 6 for spacing and comfort. Currently, the patio is closed and there is 0 seating.

The "Bakery" was removed four years ago; prior to me arriving 5 years ago it was a seating/dining room. We removed the long retail table and cooler they had in there to provide an additional 12-16 seats, variable seating but never goes above 16. The seating is removed to 0 when we have Rotary, it is considered a buffet room during that time.

Sorry if this is confusing—the Tea House is a catering venue and a restaurant so the seating dynamics change often.

Clarification:

45-60 Seats in Main Dining Room, variable at any given time dependent on business, functions, etc.  
12-16 Seats in the Bakery/Buffer/Board Room  
34 Additional Seasonal Seats, May-Sept, on Patio

Let me know if I can be of further service or if further effort is warranted.

Thanks!

Chris Keohane  
Founder  
Fresh Food, A Foodie Company.

On Dec 5, 2017, at 9:54 AM, Peter Lombardi <[PLombardi@wenhamma.gov](mailto:PLombardi@wenhamma.gov)> wrote:

Hi Chris,

Hope all is well. In going through your materials for your liquor license renewal to be discussed at tonight's Selectmen's meeting, I noticed some discrepancies in your seating count. On the application, you list 60 seats but then the floor plan on the next page has 55 in the dining room plus another 34 outside. Also, when I was at the Rotary breakfast a month or so ago, I noticed that the "bakery" on the floor plan is actually now a buffet/dining area. Can you clarify what your seating headcount is?

Thanks much,

Peter

Peter Lombardi  
Town Administrator

138 Main Street  
Wenham, MA 01984  
978-468-5520 x.2  
<http://wenhamma.gov>

<Fresh Foods, LLC 2018 LL Renewal Packet.pdf>

## BOARD OF SELECTMEN MEETING

*December 19, 2017*

### **DRAFT MOTION**

#### Annual Liquor License Renewal Fresh Foods, LLC DBA Wenham Tea House

- Vote: Having met all State and Local Licensing requirements and paid all fees, I move the Board of Selectmen renew the All Alcoholic Beverages Restaurant Liquor License held by Fresh Foods, LLC DBA Wenham Tea House located at 4 Monument Street through December 31, 2018.

Seconded / Discussion/ Vote

# BOARD OF SELECTMEN MEETING

*December 19, 2017*

## OLD BUSINESS

### H.

## Used Car Dealer License Renewals

**Freeman's Garage – 34 Arbor Street  
Edward Freeman**

- Checklist for Annual Renewal
- Application for a License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof
- Criminal Offender Record Information (CORI) Acknowledgement Form
- Proof of Automobile Liability Insurance & \$25,000 Bond
- Proof of Property Tax Payment
- Inspection Letter from Charles Brett, Building Inspector
- Copy of 2017 License
- Draft Motion



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

Selectmen / Town Administrator

TEL 978-468-5520 x2

FAX 978-468-8014

## MEMORANDUM

**TO:** Freemans Garage  
**RE:** Annual Application for Used Car Dealer's License – Class II  
**DATE:** October 11, 2017

---

Enclosed you'll find your 2018 Application for a Class II: License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof. In Massachusetts, automotive dealer regulations are mandated by state law but issued by local municipal offices.

To obtain a Class II license, per M.G.L. Ch. 40, § 58, you need to post a \$25,000 bond that will cover you in case judgment is brought against you for a variety of reasons, including failure to deliver a title, selling stolen vehicles, failure to disclose actual mileage or any attempts to cheat or misrepresent proper facts about the vehicle to its buyer.

### Steps to complete for license renewal:

1. Complete the included Application for renewal and return with \$100 fee payable to the Town of Wenham
2. Complete the included CORI Acknowledgement Form
3. Provide proof of Insurance for vehicles
4. Provide proof of Property Tax payments
5. Provide proof of \$25,000 bond

Please return all required documents to the Town Administrator's Office by **Wednesday, November 15, 2017**, and contact us with any questions at 978-468-5520 ext. 2 or via email at [nroebuck@wenhamma.gov](mailto:nroebuck@wenhamma.gov).

THE COMMONWEALTH OF MASSACHUSETTS

Town Wenham OF Wenham

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE  
OR ASSEMBLE SECOND HAND MOTOR VEHICLES  
OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a .....  
class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with  
the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? FREEMAN'S GARAGE

Edward Freeman Jr.

Business address of concern. No. 34 & 36 ARBOR St.,

WENHAM

City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? .....

Individual

3. If an individual, state full name and residential address.

Edward Freeman Jr.

34 Arbor St Wenham Ma 01984

4. If a co-partnership, state full names and residential addresses of the persons composing it.

NOT Applicable

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President .....

Secretary .....

Not Applicable

Treasurer .....

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? YES

If so, is your principal business the sale of new motor vehicles? NO

Is your principal business the buying and selling of second hand motor vehicles? YES

Is your principal business that of a motor vehicle junk dealer? NO

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

Four Car Garage and Two Car shed, plus not more than twenty-five cars to be parked in the rear of the property. Five of the twenty five cars will be permitted to be displayed in the front of the property. The property is to remain in compliance with all other relevant local and state BYLAWS

8. Are you a recognized agent of a motor vehicle manufacturer? **NO**  
(Yes or No)

If so, state name of manufacturer

Not Applicable

9. Have you a signed contract as required by Section 58, Class 1? **NO**  
(Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? **Yes**  
(Yes or No)

If so, in what city — town **WENHAM**

Did you receive a license? **Yes** For what year? **1942 to Present** Freeman's Garage

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? **NO**  
(Yes or No)

Sign your name in full. **Edward Sherman**  
(Duly authorized to represent the concern herein mentioned)

Residence. **34 Arbor St Wenham Ma 01984**

**IMPORTANT**

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)



THE COMMONWEALTH OF MASSACHUSETTS  
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
 Department of Criminal Justice Information Services  
 200 Arlington Street, Suite 2200, Chelsea, MA 02150  
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
 MASS.GOV/CJIS



**Criminal Offender Record Information (CORI)  
 Acknowledgement Form**

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

The Town of Wenham is registered under the  
 (Organization)

provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to The Town of Wenham  
 (Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing The Town of Wenham  
 (Organization)

with written notice of my intent to withdraw consent to a CORI check.

**FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:**

The The Town of Wenham may conduct  
 (Organization)  
 subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that The Town of Wenham, must first provide me  
 (Organization)

with written notice of this check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Edward Freeman Jr  
 Signature of CORI Subject

11/14/17  
 Date



THE COMMONWEALTH OF MASSACHUSETTS  
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
 Department of Criminal Justice Information Services  
 200 Arlington Street, Suite 2200, Chelsea, MA 02150  
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
 MASS.GOV/CJIS



**SUBJECT INFORMATION**

Please complete this section using the information of the person whose CORI you are requesting.  
 The fields marked with an asterisk (\*) are required fields.

\* First Name: Edward Middle Initial: \_\_\_\_\_

\* Last Name: FREEMAN Suffix (Jr., Sr., etc.): JR.

Former Last Name 1: \_\_\_\_\_

Former Last Name 2: \_\_\_\_\_

Former Last Name 3: \_\_\_\_\_

Former Last Name 4: \_\_\_\_\_

\* Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: Beverly Hospital Beverly Ma 01915

\* Last SIX digits of Social Security Num | \_\_\_\_\_ | Social Security Number

Sex: M Height: 5 ft. 8 in. Eye Color: Green Race: CAUCASIAN

Driver's License or ID Number: \_\_\_\_\_ State of Issue: MASSACHUSETTS

Father's Full Name: Edward Freeman Sr

Mother's Full Name: Doris Freeman

**Current Address**

\* Street Address: 34 Arbor Street

Apt. # or Suite: \_\_\_\_\_ \*City: Wenham \*State: Ma \*Zip: 01924

**SUBJECT VERIFICATION**

The above information was verified by reviewing the following form(s) of government-issued identification:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Verified by:

\_\_\_\_\_  
 Print Name of Verifying Employee

\_\_\_\_\_  
 Signature of Verifying Employee

\_\_\_\_\_  
 Date



GARAGE DECLARATIONS - MASSACHUSETTS

Commerce Insurance

The Commerce Insurance Company
211 Main Street, Webster, MA 01570 (508) 943-9000

RENEWAL

03/13/2017

Office/Agent: 8931

Policy No: 17MMBDPCDR

Producer Name and Address

T EDMUND GARRITY & CO INC
(844) 808-9939
545 CONCORD AVE SUITE 16
CAMBRIDGE MA 02138

ITEM 1. Named Insured and Address

EDWARD FREEMAN
DBA FREEMANS GARAGE
34 ARBOR STREET
WENHAM MA 01984

Form of Named Insured's Business: \_\_\_Corporation \_\_\_Limited Liability Company \_\_\_Partnership X\_\_\_Individual \_\_\_Other

COMMERCIAL

Business Description:

Policy Period: From 03/13/2017 to 03/13/2018 12:01 A.M., Standard Time at your mailing address show above.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

ITEM 2. - SCHEDULE OF COVERAGES AND COVERED AUTOS

This policy provides only those coverages where a charge is shown in the premium column below. Each of these coverages will apply only to those "autos" shown as covered "autos." "Autos" are shown as covered "autos" for a particular coverage by the entry of one or more of the symbols from the COVERED AUTO Section next to the name of the coverage.

Table with columns: COVERAGES, COVERED AUTOS (Entry of one or more of the symbols from the COVERED AUTO Section shows which autos are covered autos), LIMIT, PREMIUM. Includes sections for LIABILITY INSURANCE, GARAGEKEEPERS, and PHYSICAL DAMAGE.

Forms And Endorsements Contained In This Policy At Its Inception:

SEE ADDITIONAL INFORMATION

Table with 2 columns: Description, Amount. Includes PREMIUM FOR ENDORSEMENTS and \*ESTIMATED TOTAL PREMIUM \$ 2,471.00

Endorsements Attached To This Policy: IL 00 21 - Broad Form Nuclear Exclusion (Not Applicable In New York):

The insured is not required to carry more than Compulsory Coverage (Coverages A, C, and U1) to secure registration of the Motor Vehicle in Massachusetts.

\*This policy may be subject to a final audit.

Countersigned by: \_\_\_\_\_

Table with 10 columns: BATCH, SEQ., REP., CURR DATE, AGENT, RUN SEQ., END NO., F, LAST DATE, CDT. Row 1: W, 038, 1, 000081, 001, V, 000



**CRUM & FORSTER**  
A FAIRFAX COMPANY

**UNITED STATES FIRE INSURANCE COMPANY**  
**VERIFICATION CERTIFICATE**

Dated: NOVEMBER 06, 2017

Bond Number: 615987036

**Principal Name**

Edward Freeman Jr. dba  
Freeman's Garage

**Obligee Name**

Town of Wenham, MA

**Continuation Period**

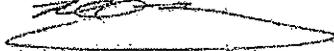
12/21/2017 - 12/21/2018

**Amount of Bond**

\$25,000.00--

In consideration of the renewal premium charged, the bond designated above is hereby continued in full force and effect for the period described, subject to all its terms and conditions, provided the liability under said bond and all continuations thereof shall not be considered cumulative.

**United States Fire Insurance Company**

By:   
Michael P. Ziemer, Vice President  
Attorney-in-Fact



TOWN OF WENHAM  
 OFFICE OF THE TAX COLLECTOR  
 P.O. BOX 576  
 138 MAIN STREET  
 WENHAM, MA 01984  
 000002 0000593

**TOWN OF WENHAM**  
**FISCAL YEAR 2018 SECOND QUARTER**  
**PRELIMINARY REAL ESTATE TAX BILL**



Interest at a rate of 14% per annum will accrue on overdue payments until payment is made.

Pay your bills online at: [www.wenhamma.gov](http://www.wenhamma.gov)

SCH 5-DIGIT 01915  
 FREEMAN EDWARD JR  
 34 ARBOR ST  
 WENHAM, MA 01984-1440

Remove Remit Copy at perforation and mail with your check payable to: **Town of Wenham**

Mail Payments to: TOWN OF WENHAM  
 P.O. Box 1071  
 Medford, MA 02155-0011

Phone: Office of the Collector: (978) 468-5520 Ext. 3  
 Office of the Assessor: (978) 468-5520 Ext. 5

Office Hours: 9:00 AM - 4:30 PM Mon - Wed - Thu  
 9:00 AM - 7:00 PM Tuesday  
 9:00 AM - 1:00 PM Friday

**SEE REVERSE SIDE FOR IMPORTANT INFORMATION**

**TAXPAYER COPY - FY 2018  
 REAL ESTATE TAX**

Collector of Taxes Leslie Davidson		<i>The Commonwealth of Massachusetts</i>		ISSUE DATE: 10/1/2017	
Your Preliminary Real Estate Tax for the fiscal year beginning July 1, 2017 and ending June 30, 2018 on the Parcel of REAL ESTATE described below is as follows:		Town of Wenham P.O. Box 1071 Medford, MA 02155-0011		BILL NUMBER: 35285	
				PARCEL: 13-48	
PROPERTY DESCRIPTION		TAX SUMMARY		SECOND QUARTER PRELIMINARY TAX	
LOCATION: 34 ARBOR ST		Preliminary Real Estate Tax	\$3,657.76	First Quarter Tax	\$1,870.00
		Preliminary CPA Tax	\$82.24	Payments	\$-1,870.00
		Total Preliminary Tax	\$3,740.00	Overdue Tax Balance	\$0.00
Area: 0.413	CLASS: 1010	1st Quarter Preliminary Tax Due August 1, 2017	\$1,870.00	Interest	\$0.00
BOOK: 12	PAGE: 22869	2nd Quarter Preliminary Tax Due November 1, 2017	\$1,870.00	Second Quarter Tax	\$1,870.00
FREEMAN EDWARD JR 34 ARBOR ST WENHAM, MA 01984-1440		<b>PAID</b> NOV 07 2017 TOWN OF WENHAM TAX COLLECTOR		Pay this Amount	\$1,870.00
				Due & Payable	11/01/2017

025012018180000035285300001870001101176

**TOWN OF WENHAM**  
**FISCAL YEAR 2018 SECOND QUARTER**  
**PRELIMINARY REAL ESTATE TAX BILL**

TOWN OF WENHAM  
 OFFICE OF THE TAX COLLECTOR  
 P.O. BOX 576  
 138 MAIN STREET  
 WENHAM, MA 01984  
 000002 0000594



Interest at a rate of 14% per annum will accrue on overdue payments until payment is made.

**Pay your bills online at: [www.wenhamma.gov](http://www.wenhamma.gov)**

SCH 5-DIGIT 01915  
 CLAY ALICE W  
 36 ARBOR ST  
 WENHAM, MA 01984-1440



Remove Remit Copy at perforation and mail with your check payable to: **Town of Wenham**

Mail Payments to: TOWN OF WENHAM  
 P.O. Box 1071  
 Medford, MA 02155-0011

Phone: Office of the Collector: (978) 468-5520 Ext. 3  
 Office of the Assessor: (978) 468-5520 Ext. 5

Office Hours: 9:00 AM - 4:30 PM Mon - Wed - Thu  
 9:00 AM - 7:00 PM Tuesday  
 9:00 AM - 1:00 PM Friday

**SEE REVERSE SIDE FOR IMPORTANT INFORMATION**

Collector of Taxes Leslie Davidson		<i>The Commonwealth of Massachusetts</i>		ISSUE DATE: 10/1/2017	
Your Preliminary Real Estate Tax for the fiscal year beginning July 1, 2017 and ending June 30, 2018 on the Parcel of REAL ESTATE described below is as follows:		Town of Wenham P.O. Box 1071 Medford, MA 02155-0011		BILL NUMBER: 34395	
				PARCEL: 13-49	
PROPERTY DESCRIPTION		TAX SUMMARY		SECOND QUARTER PRELIMINARY TAX	
LOCATION: 36 ARBOR ST		Preliminary Real Estate Tax	\$3,466.20	First Quarter Tax	\$1,771.34
		Preliminary CPA Tax	\$76.48	Payments	\$-1,771.34
		Total Preliminary Tax	\$3,542.68	Overdue Tax Balance	\$0.00
Area: 0.239	CLASS: 1010	1st Quarter Preliminary Tax Due August 1, 2017	\$1,771.34	Interest	\$0.00
BOOK: 246	PAGE: 2727	2nd Quarter Preliminary Tax Due November 1, 2017	\$1,771.34	Second Quarter Tax	\$1,771.34
CLAY ALICE W 36 ARBOR ST WENHAM, MA 01984-1440		<b>PAID</b>		Pay this Amount	\$1,771.34
		NOV 01 2017		Due & Payable	11/01/2017
		TOWN OF WENHAM TAX COLLECTOR			

**TAXPAYER COPY - FY 2018  
 REAL ESTATE TAX**

025012018180000034395100001771341101179

FREEMANS GARAGE  
DBF EDWARD FREEMAN JR  
34 ARBOR ST.  
WENHAM, MA 01984-1440

5-7017/2110

112

DATE 11/15/17

PAY TO THE  
ORDER OF

- Town of Wenham - \$ 100 <sup>00</sup>/<sub>100</sub>  
- One hundred & <sup>00</sup>/<sub>100</sub> —————  
DOLLARS  Security Features  
Included.  
Details on Back.

**Citizens Bank**

License

MEMO

Renewal Used Car Dealers

Edward Freeman J

0112



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

## BUILDING DEPARTMENT

TEL 978-468-5520 Ext. 4      FAX 978-468-8014

November 28, 2017

To whom it may concern,

I have inspected Freeman's Garage, located at 34 and 36 Arbor Street, Wenham, MA 01984, as per request of the Wenham Board of Selectmen who serve as the licensing authority for Buying, Selling, Exchanging, or Assembling Second Hand Motor Vehicles or Parts thereof.

The inspection found that Freeman's Garage is within the conditions of their license. The conditions include:

- Garage – 4 car capacity
- Shed – 2 car capacity
- Parking in Rear of Property – 25 car capacity
  - o 5 of the 25 cars designated to the rear of the property will be permitted to be displayed in the front of the property
- Compliance with all other relevant state and local bylaws

Please let me know if you have any further questions.

Thank you,

Charlie Brett  
Building Inspector

CC: Wenham Board of Selectmen; Peter Lombardi, Town Administrator

NUMBER  
2017 - 1

THE COMMONWEALTH OF MASSACHUSETTS

TOWN of WENHAM

FEE

\$ 100.00

**USED CAR DEALER'S LICENSE - CLASS II.  
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto  
FREEMAN'S GARAGE - Edward Freeman, Jr.

is hereby licensed to buy and sell second-hand motor vehicles at No. 34 & 36 ARBOR St. WENHAM, MA 01984

on premises described as follows:  
FOUR CAR GARAGE AND TWO CAR SHED, PLUS NOT MORE THAN TWENTY-FIVE CARS TO BE PARKED IN THE REAR OF THE PROPERTY, FIVE OF THE TWENTY - FIVE CARS WILL BE PERMITTED TO BE DISPLAYED IN THE FRONT OF THE PROPERTY  
THE PROPERTY IS TO REMAIN IN COMPLIANCE WITH ALL OTHER RELEVANT LOCAL AND STATE BYLAWS.

DECEMBER 20 2016

*Catherine A. Harrington*  
*York*

THIS LICENSE EXPIRES JAN. 1, 2018  
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES. (OVER)

FORM 55 H&W HOBBS & WARREN™

**BOARD OF SELECTMEN MEETING**

*December 19, 2017*

**DRAFT MOTION**

Annual Used Car Dealer License Renewal  
Freeman's Garage

- Vote: Having met all State and Local Licensing requirements and paid all fees, I move the Board of Selectmen renew the Class II Used Car Dealer License held by Freeman's Garage located at 34 & 36 Arbor Street through December 31, 2018.

Seconded / Discussion/ Vote