

TOWN OF WENHAM
Board of Selectmen
Meeting of February 13, 2018
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday February 13, 2018 at 5 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Mr. Wilhelm called the BOS meeting to order at 5 pm
Selectmen present: Jack Wilhelm, Chair; Catherine Harrison, Vice Chair; John Clemenzi, Clerk
Also, Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

➤ Public Information:

This meeting was recorded with permission by HWCAM.
February 13, 2018 Meeting Packet

Abbreviations used
FY Fiscal Year
Re regarding

Announcements

Wenham Annual Town Elections – Open Offices are posted on the town’s website.
Neither incumbent of the Assessor or Planning Board is running again.

Town Administrator Report

Police Department Reaccreditation - Last week, the Town received formal notification from the Massachusetts Police Accreditation Commission that the Wenham Police Department has retained their accreditation status. Based on nationally recognized best practices in the profession, this designation acknowledges the very high standards that our officers meet in providing services to the residents in our community. We are one of just a handful of accredited departments on the North Shore, a designation the Department originally attained three years ago. Since this was the first time we sought reaccreditation, the extensive review process was targeted to check to ensure that the department is in compliance with the policies and procedures that it had established. Kudos to all members of the Department for continuing to set and meet a high bar.

Dodges Row / Spring Hill Subdivision - This project was approved by the Planning Board almost two years ago but had been delayed pending the state's final conservation approvals. In May 2017, the DEP issued a Superseding Order of Conditions that reduced the number of lots in this subdivision from 18 to 17 (including 2 affordable units). The Planning Board modified their decision to reflect these changes this past summer and the project is now set to move forward. A pre-construction meeting was held several weeks ago and DEP will be on site to check on erosion control measures later this week. Tree clearing for road construction, which will be fairly extensive, is expected to begin next week.

Property Exclusions from Mosquito Spraying With the end of winter approaching, the Board of Health would like to remind residents of the procedure for excluding their property from mosquito spraying. Mosquito spraying only can occur by a vote of the Board of Health. The Board of Health would be notified by the Northeast Mosquito Control Board if any mosquitos collected and tested in the region had a positive result for any sort of mosquito carried disease. While this occurs infrequently in Wenham, it has occurred before. Residents who wish to be excluded if a spraying were to occur must request to be excluded every year. There is a new process for requesting those exclusions. Previously, a hard copy form was required, by certified mail, to the Town Clerk’s office every year by March 30. Now, residents can submit the form online or mail the exclusion form into the state on a rolling basis. Requests will go into effect fourteen (14) days after the exclusion request is received. This service is a part of a state program that also provides the town with mosquito testing, catch basin treatment, and public information services regarding mosquitos. The Northeast Control Board has multiple collection locations in Wenham and the region that are frequently tested for disease. More information can be found on the Board of Health website, by emailing permitting@wenhamma.gov or by calling 978-468-5520 ext. 4.

Chairman’s Report

The Longmeadow Study Group was created by a citizen’s petition to study the acquisition by purchase eminent domain, or otherwise of all or a portion of parcels” along Longmeadow Way.

Mr. Wilhelm, who served on the Longmeadow Study Group as the BOS representative, reported the committee met last night to release the final draft report to be included in the 2018 Annual warrant to comply with the Citizen's Petition as approved at both the Hamilton and Wenham 2017 Annual Town Meetings.

New Business

Department of Public Works (DPW) Request for Authorization to Exceed Snow and Ice Budget

- Letter re Authorization to Exceed Snow & Ice Budget from Bill Tyack, DPW Director, February 5, 2018

The Selectmen acknowledged a letter from Bill Tyack stating that the Highway Department is expected to exceed this year (FY18) budget for snow and ice. Mr. Tyack formally requested the BOS and Finance Committee vote to allow the Snow & Ice expense budget to exceed the appropriation.

Vote: Mr. Clemenzì moved, and it was seconded, to authorize the DPW to exceed the appropriated amount of 70,000 in Fy18 Snow & Ice Expense Budget. The motion carried unanimously.

Recommended Revision to Town Flag Half Staff Policy

- Email re when I'm flag protocol update from Mike Lucy veterans committee January 31, 2018
- Proposed update to flag half-staff policy

Due to the Town now having a flag on the Veteran's Memorial, the Town's flag protocol was reviewed by the Veterans Committee and unanimously agreed that the flag at the Veterans Memorial should be included in the protocol.

Vote: Mr. Wilhelm moved, and it was seconded, to approve the proposed revision to include the flag at Veteran's Memorial in the Flag Half-Staff Policy. The motion carried unanimously.

Old Business

Recommended Town Hall Personnel Changes and Impact on FY19 Budget

- Memo re Town hall personnel changes and impact on the FY 19 budget from P. Lombardi February 2, 2018
- Compensation and classification system: Town of Wenham nonunion employees, January 1, 2018
- Proposed special projects manager and permitting a coordinator job description
- Email regarding salary update from D. Bucco, Town Clerk, January 16, 2018
- Capital M. G. L. Ch. 41, S 19k

Mr. Lombardi proposed and recommended three personnel changes to better align the schedules and compensation of several town hall employees with the work they are doing, noting each one has an impact on the FY19 budget.

- To upgrade the Permitting Coordinator/ Special Projects Assistant from a Grade 8 to Grade 6A. The job responsibilities have increased significantly from the original job description; this would change to a Manager position. The proposed FY19 salary of \$55,000 is a \$10,000 increase independent of the COLA/Merit; this salary is at the bottom of the scale for this grade. A \$3,500 Reserve Fund transfer would be necessary to change this position in FY18.
- To increase the Town Clerk hours from 32.5 to 36.5 in line with Town Hall hours of operation and adjust the salary accordingly. Mr. Lombardi explained the Town Clerk's salary has been based on 32.5 hours; impact to the FY19 \$6,596.
- To also add a \$1,000 annual stipend for Town Clerk as compensation for attaining and maintaining Certified Massachusetts Municipal Clerk status. The BOS has the option to place this on the warrant, but not required.
- To increase the Planning Coordinator position currently a 32.5-hour full time position, split into two part-time positions at 19 hours each; one staff for Planning Board & Zoning Board and the other to support Conservation Commission and the Open Space & Recreation Committee. Impact to FY19 \$9,819.
Mr. Lombardi observed, if this model is approved the current Planning Coordinator would support Planning /Zoning and new staff hired as the Conservation Agent; this position would be posted soon to have someone in the office by May.

Mr. Wilhelm and Ms. Harrison supported the recommended personnel changes and recognized that projects in Wenham have become more complicated, citing at least two main construction projects in the near future impacting all these departments. Ms. Harrison mentioned she has confidence in the Town Administrator's recommendation and the employees involved and noted the Town Administrator provided detailed information and recognized all the work that went into researching these proposed changes.

Mr. Clemenzi said he did not want to see additional costs in the FY19 budget and discussed this in detail with the Town Administrator, after which he gained clarity of the overall proposed model to increase efficiencies in Town Hall and save money in the future. He supported the changes and recognized the hard work of those employees in these positions.

Proposed Inspectional Services Intermunicipal Agreement with Hamilton

- Summary Note on Shared Inspectional Services (Building Department) between the Town of Wenham and Town of Hamilton, February 1, 2018, MAPC
- Shared Inspectional Services Final Model Projections for Wenham-Hamilton, February 2, 2018, MAPC
- Proposed Intermunicipal Agreement between the Towns of Wenham and Hamilton for Shared Inspectional Services
- Letter requesting for support of Regional Inspectional Services study through Technical Assistance Program from
- P. Lombardi, Wenham Town Administrator, Michael Lombardo, Hamilton Town Manager and Gregory Federspiel, Manchester-by-the-Sea Town Administrator to Jennifer Erickson, Manager of Technical Assistance Programs, Metropolitan Area Planning Council, May 22, 2017

Mr. Lombardi spoke to the proposed Intermunicipal Agreement (IMA) for shared inspectional services with the Town of Hamilton; this is a two-year agreement.

He gave a brief overview that the Town was awarded a grant from MAPC for technical assistance to study regional inspectional services with one or more local communities. Three communities participated in this study including Hamilton and Manchester by the Sea. Manchester-by-the-Sea has opted not to participate deciding their model works for them at this time.

Hamilton & Wenham would share a part-time Plumber/Gas Inspector, a part-time Electrical Inspector and a full-time Building Commissioner. Each Town would maintain their own permitting office, fees, and staff. The impact to FY19 is \$8,800.

Wenham is in the process of upgrading the permitting software and has the capability to track instructional service data for the Town of Hamilton. It was recommended Wenham be the lead community.

The Finance Committees from both towns supported this shared inspection service model for the two years.

The Selectmen supported the concept but took no action at this meeting to allow for further review of the proposed IMA as drafted by MAPC. The Selectmen requested Town Counsel review the IMA before the next meeting.

Minutes

Open Session

Mr. Clemenzi moved to approve the open meeting minutes of November 21, 2017; December 5, 2017; December 19, 2017; January 9, 2018; January 16, 2018 and it was unanimous to do so.

Executive Session – Approve / **Release**

Mr. Clemenzi moved to approve and release the executive session meeting minutes of January 9, 2018 session 1 & January 9, 2018 session 2; January 16, 2018 session 2 and it was unanimous to do so.

Executive Session – Approve / **HOLD**

- Executive session minutes may be withheld from disclosure as long as publication may defeat the lawful purposes of the executive session.

Mr. Clemenzi moved to approve but HOLD the executive session meeting minutes of January 16, 2018 session 1 and it was unanimous to do so.

Adjournment - The Board unanimously adjourned at 6:23 pm

Respectfully Submitted By
Catherine Tinsley
2.15.18