

TOWN OF WENHAM

Wenham Board of Selectmen
Meeting Minutes of June 14, 2016
138 Main Street, Town Hall

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 JUNE 14, 2016 at 6 PM in the Selectmen Chambers.

WELCOME: CALL TO ORDER

With a quorum present, Mr. Clemenzi called the Board of Selectmen (BOS) meeting to order at 6:01 PM
Selectmen present: John Clemenzi Chair; Jack Wilhelm, Vice Chair; Catherine Harrison, Clerk
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information:

The meeting was recorded with permission by HWCAM

Agenda

TA Report

Paving contracts

Appointments

Minutes - February 2, 2016; February 16, 2016; March 3, 2016; March 28, 2016; April 2, 2016; April 5, 2016; April 19, 2016; ES- February 2, 2016/ RELEASE; March 15, 2016/ HOLD; April 5, 2016 (1)/HOLD; April 5, 2016 (2)/HOLD

EXECUTIVE SESSION (1) – Boulder Lane Development Agreement

Vote: Mr. Clemenzi moved, and it was seconded, to enter into executive session (6). To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body as related to Boulder Lane, and to return to open session. The motion carried unanimously by roll call vote.

EXECUTIVE SESSION (2) Water Superintendent Contract Negotiations

VOTE: Mr. Clemenzi moved, and it was seconded, the BOS enter into executive session under M.G.L. Ch. 30 A, Section 21(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; and to include the Water Superintendent Erik Mansfield and the Commissioners Ernest Ashely, Chairman; Paul Mendonca; Rick Quateman and to return to open session. The motion carried unanimously by roll call vote.

The Board returned to open session at 7:06 PM

PUBLIC INPUT: ITEMS NOT ON THE AGENDA

ANNOUNCEMENTS

Mandatory Water Ban Notice: A mandatory water ban is effect. By regulation, hand watering is allowed from 5 PM to 9 AM ; this include private wells. .

REPORTS

Town Administrator

o Wenham Pines (Lakeview) Project: Atlantic Tambone will give a brief presentation to the Selectmen at their next meeting on June 28 to review updated project plans for the Wenham Pines development. To date, they have held preliminary meetings with the Conservation Commission and the Historic District Commission as well as abutters. Atlantic Tambone plans to file a formal application with the Planning Board next month, with a public hearing to follow in August. Concurrently, they will file necessary paperwork and be meeting with the Conservation Commission sometime in July. Assuming they receive the necessary approvals, they expect to begin work onsite early next spring.

- Community Compact Projects: The Town has formally received \$25,300 in grant funding from the state through the Community Compact program to help move forward on three related projects: we have hired Municipal Resources Inc. to develop a comprehensive and sustainable Capital Improvement Plan; we will offer a mobile application (SeeClickFix) for residents to report complaints/issues and track work orders; we will create an online Visual Budget that gives residents the opportunity to better understand how their tax dollars are spent. We have kick-off meetings with each respective consultant team scheduled in the next several weeks and expect final products to be available this fall.
- Essex Street Culvert: The Town has contracted with Unified Contracting out of Everett, the lowest, most responsive and responsible bidder for this project at a base bid cost of \$328,422.00 (about \$20k less than our estimates). With contingencies, police details, and onsite project management engineering services (Weston & Sampson) accounted for, we do not anticipate any cost overruns above the \$500,000 in state funding. The project is set to begin in early July and will be substantially complete by early fall. We anticipate that traffic to be limited to one lane for most of the duration of the project, with more details to be posted on the Town's website after our pre-construction meeting on Wednesday June 15. Representative Brad Hill is also working on scheduling a groundbreaking ceremony with Lieutenant Governor Polito and MassDOT Highway Administrator Thomas Tinlin to take place in the next few weeks.
- Personnel: Having gone through a comprehensive selection process, we have hired Margaret Hoffman as our new Planning Coordinator. Margaret has extensive municipal planning experience, having worked in similar roles in Hanover and Quincy, and is a credentialed AICP planner. She will begin work on Tuesday July 5, with a week or two of overlap while Tony Fields is still here to ensure a smooth transition. My thanks to the representatives from the land use boards, Leo Maestranzi and David Geikie, for their participation and feedback throughout the screening process.
- Sean Timmons has decided to stay on as Recreation Director, having initially tendered his resignation last week after receiving a job offer for a similar position in New Hampshire. He will continue to oversee the soon-to-be-completed pool project and to coordinate our extensive summer program offerings. To ensure a continued robust and stable Joint Recreation Department, I would suggest that we engage with Hamilton to review and revise the existing Intermunicipal Agreement to better reflect existing practice and to clarify the roles, responsibilities, and expectations of all parties. In addition, we are still looking to fill a number of seasonal lifeguard positions at both Pleasant Pond and Patton Park.
- The Board requested an update on the construction of the Veteran's Memorial pool at Patton park in Hamilton. Mr. Lombardi reported he went on a site visit last week the construction is on time and ahead of the scheduled August completion. Passes have not been sold. There is a problem finding lifeguards for both the pool and Pleasant Pond beach; this is an issue on the North Shore.
- Traffic Safety on Main Street: At our recent Public Safety Leadership Team meeting, we discussed ongoing issues on Main Street regarding pedestrian and vehicle safety concerns caused by parking on either side of Route 1A in the downtown corridor. The consensus approach from that meeting was to reach out to MassDOT to see if they would be willing to shift the center line toward the NW on Main Street from Arbor Street to Perkins Street. This change would eliminate parking on the NW side of the road and could create sufficient space on the SE side (where the businesses are located) for parking on that shoulder to satisfy minimum AASHTO dimensional requirements.
- In this same vein, there has been discussion over the years about the potential of adding a signalized intersection somewhere along Main Street between Cherry Street and Arbor Street to alleviate congestion and reduce traffic hazards along this stretch. While the Town has previously been told that the accident rates do not meet the necessary thresholds to justify the installation of a four-way light, Mr. Lombardi asked MassDOT to re-examine their position in light of data provided from the past few years. I have contacted relevant state officials on both points and will report back once I have received a response. Failing MassDOT backing, we may choose to reach out for support from the Metropolitan Planning Organization under their Community Transportation Technical Assistance Program.
- Legislative Zoning Reform: In a close vote, the Massachusetts Senate approved legislation last week related to zoning and housing reform that may significantly impact local regulatory processes. Several long-overdue and important elements were included in the bill (developer impact fees, inclusionary zoning, streamlining small subdivision approvals, etc.) as were several changes that could prove very problematic (by-right zoning of both multi-family housing districts and accessory apartments in particular). It is unclear whether the House of Representatives has any interest in taking this up before the end of their session in July. Even if they were to do so and it was approved, a conference committee would be needed to reconcile the differences between the two versions. Mr. Lombardi plans to attend a regional MAPC meeting this Thursday which will provide greater detail about the specifics of the Senate legislation.

CHAIR

Mr. Clemenzi recently attend the Eagle Scout ceremony for Dylan Chane. The Board will send a letter of Accreditation.

Nominations are being accepted for the Joanne Patton Citizenship Award and Volunteer of the Year Award.

NEW BUSINESS

Board of Assessors Appointment – This agenda item was deferred to the next meeting.

Tree Warden Update on Propose Plantings and Utility Removals

Tree Warden, Win Mulry was present to report that he would be planting two new trees a week around town. These will include native magnolia, oaks, Cherry but no Maples.

Mr. Mulry reported that Ash trees in poor health have been tagged by National Grid. The homeowners of trees on private property will be notified; some trees are marked for removal within the next 90 days. A definitive list will be finalized and the Tree Warden will work around National Grid’s plan.

Town Wide Paving Contracts

DPW Superintendent Bill Tyack was present to talk about the paving contracts and work to be done this summer. Contract were sought according to MGL Ch. 30 procurement laws. All facets of the roadwork were bid separately to save money. Four different contractors will be working.

Cherry Street, Walnut Road, Grapevine Road and Rubbly Road will be addressed over the next few years.

Crack sealing will be done “in house” to provide additional cost savings.

This is a one year contract dated April 17, 2016 with a two year extension.

Vote: Ms. Harrison moved, and it was seconded, the BOS approved the proposed paving contracts as outlined in the attached Public Works Service and Materials Bid Tabulation results. The motion carried unanimously.

Proposed Books/ Textile Recycling Bin & Formal Adoption of Buy Recycled Policy

In a memo to the BOS, dated June 10, 2016, Bill Tyack reviewed the request to add two new recycling options for residents for books and textiles; the receptacles will be installed at the DPW yard.

Mr. Tyack’s memo stated that the town received state grant money through the recycling dividends program by participating in the sustainable materials recovery program. By adding the book and textiles program the annual funding allotment through the grant will increase from \$2000 two \$2400. Mr. Tyack stated that he has been rolling this over annually to have enough funds to purchase a new metals container; the cost is \$8,000. Currently the balance in this account is \$5,000.

The State requires proof that the town has an environmental purchase policy to be eligible for funding. The Selectmen were provided a copy of the policy to formally adopt.

Vote: Mr. Wilhelm moved, and it was seconded, to adopt the proposed Town of Wenham Environmental Purchase Policy. The motion carried unanimously.

Update on Fire Internship Program & Proposed Call Firefighter Appointments

Fire Chief Blanchard was present to update the BOS on the intern program initiated by the Fire Department in March. The program allows those interested in firefighting to participate in training as volunteers and respond to calls to see how the system works before the town commits to their training. The program was successful. Of the twelve original participants, eight are recommended as provisional firefighters pending the physical exam.

Vote: Mr. Clemenzi moved to appoint the candidates from the attached list as provisional firefighters for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

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| 1. Ashley Auld | 4. Jesse Cook | 7. Erica Poitras |
| 2. Denzel Birth | 5. Thomas Curran Jr. | 8. Ryan Skeritt |
| 3. Jason Braley | 6. Robert Gallinelli | |

The Chief was recognized for this initiative program. Chief Blanchard credited his senior staff for its success.

Annual Appointments – Public Safety Officials

Police Officers, Reserve Officers, Police Matron, Animal Control Officer, Constable, Liquor Agent, Beach Supervisor, Emergency Management Director and Deputy Director, Fire Department

Vote: Mr. Wilhelm moved to appoint the Police Officers from the attached list (as read) for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Wenham Reserve Police Officers Appointment

Vote: Mr. Wilhelm moved, and it was seconded, to appoint the Reserve Police Officers from the attached list (as read) with the additional names omitted from the list including Mia Cefalo, David Farry, Lawrence Nestor, Stephen Lovely, for a one year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Constable

- *Vote: Mr. Wilhelm moved to appoint Calvin Perkins as Constable for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.*
- *Vote: Mr. Wilhelm moved to appoint Paul Mendonca as Constable for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.*

Police Matrons

Vote: Mr. Wilhelm moved to appoint the Police Matrons from the attached list (as read) for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Police from the attached list, Read, for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017.

Vote: Mr. Wilhelm moved to appoint Stephen Kavanagh Animal Control Officer an animal control indigenous for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Vote: Mr. Wilhelm moved to appoint Jeffrey Tobey Liquor Agent for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Vote: Mr. Wilhelm moved to appoint William Foley as the Beach Supervisor for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Vote: Mr. Wilhelm moved to appoint Robert Blanchard Emergency Management Director for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Vote: Mr. Wilhelm moved to appoint Thomas Perkins Emergency Management Deputy Director for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Wenham Fire Department

Vote: Mr. Wilhelm moved to appoint the Wenham Fire Department from the attached list, as read, for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Designation of Public Health Nurse as a Special Municipal Employee

Motion: Mr. Wilhelm moved to designate the role of Public Health Nurse as a Special Municipal Employee. The motion was seconded for the purpose of discussion.

Under discussion, Mr. Lombardi reviewed the Public Health Nurse for Wenham was recently hired as full time school nurse for the HWRSD. In order to avoid any potential conflict of interest, the Public Health Nurse position needs to be formally designated by the Selectmen as a special Municipal Employee.

1 ½ to 3 hours per week approved in the budget – also full time nurse at middle school - recommendation this position is a special municipal employee – to run with the position, to avoid conflict

Vote: The motion carried unanimously.

New Appointments: Open Space and Recreation Committee (OSRC)

Mr. Clemenzi stated the Board received 16 responses to the call for volunteers to serve on the OSRC. It was thought the Committee would be up to nine members.

Mr. Clemenzi encouraged the Board to speak with the interested parties and prioritize their list for discussion at future meeting and confirm the size of the committee.

The Board deferred the appointments to the OSRC

Mr. Lombardi reported a Small Communities Grant application was submitted for up to \$8,000 to fund a consultant to support this Committee and update the plan but the State requires a grant application for the project to also be

submitted within the next three weeks; this is before the committee/ consultant and is not feasible. The grant for the Consultant may need to be put off to next spring. Mr. Lombardi will continue to work on this. The Board supported a consultant be hired to start at the same time as the Committee.

NEW APPOINTMENTS

Pingree Park Playground Committee

Mr. Harrison noted a charge for this committee was drafted and six people submitted letters of interest. It was her recommendation to appoint all six people to this committee.

Ms. Harrison moved, and it was seconded, to appoint to the Pingree Park Playground Committee for one (1) year terms beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

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| 1. Marisa Bartlett | 3. Lisa Fall | 5. Victoria Kunzer |
| 2. Amy Brown | 4. Kate Kilpatrick | 6. Corrie Sprague |

Funding Request from Community House for Sundays in Patton Park

The request from the Community House is for \$750 to help fund *Sundays in Patton Park* to keep the program free of charge. The concerts start Sunday June 19 and run through August 7.

Vote: Mr. Clemenzj moved, and it was seconded, The Community House, Music Committee request for \$750 to help fund Sundays in Patton Park. The motion carried unanimously.

Neighborhood Block Party Street Closure Request for Sunday June 26, 2016

The BOS acknowledged a letter from Dacia Rubel, Puritan Road Wilhelm requesting to street closure of Puritan Road and Mayflower Street on Sunday June 26, 2016 for the annual neighborhood Block Party.

Vote: Mr. Wilhelm moved, and it was seconded, to approve the street closure of Puritan Road and Mayflower on Sunday June 26, 2016 from noon to 5 PM for their Annual Neighborhood Block Party. The motion carried unanimously.

Affordable Housing Trust (AHT) Funding Request for Housing Needs Assessment

Ms. Harrison, as the Selectmen representative on the Trust, explained the Trust has been re-examining its mission and proposed to broaden the mission to include more opportunities for housing beyond the statutory requirements such as housing for young families, retirees, or town employees.

The goal of the Trust is to produce a long term action plan. The first step is to have a housing analysis of the current housing needs, the population and demographic trend.

A Request for Proposal has been drafted for consultation services for the analysis. The goal is to the assessment done by December 2016. The cost is budgeted at \$4000 to be paid for by the AHT.

Motion: Ms. Harrison moved, and it was seconded, to approve the Wenham Affordable Housing Trust recommendation for funding not to exceed \$4,000 to proceed with the attached Housing Needs Assessment Request for Proposals.

Chairman Josh Anderson was present and spoke to the request observing there have been many changes since the original mission/ plan for the Trust. This is the first step to get guidance in assisting residents.

Mr. Anderson added that there were two openings on the Trust.

Vote: The motion carried unanimously.

Town Employee Carryover Request

Vote: Ms. Harrison moved, and it was seconded, to approve the Town Employee Vacation Carryover Requests from FY16 to FY17 as detailed in the attached list (as read) for Bill Tyack; Bob Blanchard; Jeff Baxter; Peter Lombardi. The motion carried unanimously.

The Selectmen noted their concern that there is no time limit on carryover requests.

MINUTES

*Ms. Harrison moved to approve the BOS meeting minutes of **February 2, 2016** and it was unanimous to do so.*

*Ms. Harrison moved to approve the BOS meeting minutes of **February 16, 2016** and it was unanimous to do so.*

*Ms. Harrison moved to approve the BOS meeting minutes of **March 3, 2016** and it was unanimous to do so.*

*Ms. Harrison moved to approve the BOS meeting minutes of **March 28, 2016** and it was unanimous to do so.*

*Ms. Harrison moved to approve the BOS meeting minutes of **April 2, 2016** and it was unanimous to do so.*

*Ms. Harrison moved to approve the BOS meeting minutes of **April 5, 2016** and it was unanimous to do so.*

*Ms. Harrison moved to approve the BOS meeting minutes of **April 19, 2016** and it was unanimous to do so.*

Executive Session Minutes

Mr. Harrison moved to **approve and RELEASE** the BOS ES minutes of February 2, 2016 and it was unanimous to do so.
Mr. Harrison moved to **approve but HOLD** the BOS ES minutes of March 15, 2016; April 5, 2016 (1); April 5, 2016 (2) and it was unanimous to do so.

EXECUTIVE SESSION

Police Benevolent Association of Wenham

Ms. Harrison moved, and it was seconded, the BOS enter into Executive session under MGL Ch. 30A, § 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on bargaining or litigation position of the public body and the chair so declares regarding negotiations with the Police Benevolent Association of Wenham and to return to open session for further discussion and potential vote.

DPW Director, Fire Chief, Fire Prevention Officer/ Captain; Police Captain

Ms. Harrison moved the BOS enter into Executive Session according to MGL chapter 30A Sec 21 for the purpose of Exemption (2). To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
and return to open session to take any action.

The Board returned to open session at 9:02 PM and took the following action to approve the contracts as discussed in Executive Session.

Vote: Ms. Harrison moved, and it was seconded, to approve the **Police Benevolent Association of Wenham** contract according to the terms indicated the memo from Peter Lombardi dated June 6, 2016 including a COLA increase as follows: FY 17 1 % / FY18 2% / FY19 2%. The motion carried unanimously.

Vote: Ms. Harrison moved, and it was seconded, to approve Contract with the **DPW Director Bill Tyack** according to the terms indicated the memo from Peter Lombardi dated June 10, 2016 including a COLA increase as follows: FY 17 1 % / FY18 2% / FY19 2%. The motion carried unanimously.

Vote: Ms. Harrison moved, and it was seconded, to approve the contract with the **Fire Chief Robert Blanchard** according to the terms indicated the memo from Peter Lombardi dated June 10, 2016 including a COLA increase as follows: FY 17 2 % / FY18 2% The motion carried unanimously.

Vote: Ms. Harrison moved, and it was seconded, to approve the contract with the **Fire Prevention Officer Jeffrey Baxter** according to the terms indicated the memo from Peter Lombardi dated June 10, 2016 including a COLA increase as follows: FY 17 1 % / FY18 2% / FY19 2%. The motion carried unanimously.

Vote: Ms. Harrison moved, and it was seconded, to approve the contract with the **Police Captain Jeffrey Toby** according to the terms indicated in the memo from Peter Lombardi dated June 10, 2016 including a COLA increase as follows: FY 17 2%. The motion carried unanimously.

ADJOURNMENT -The Selectmen unanimously adjourned at 9:09 PM

Respectfully Submitted By
Catherine Tinsley
8.8.16