

TOWN OF WENHAM

Board of Selectmen
Meeting Minutes of July 26, 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, JULY 26, 2016 at 7 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 7:09 pm
Selectmen present: John Clemenzi Chair; Jack Wilhelm, Vice Chair; Catherine Harrison, Clerk
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

ANNOUNCEMENTS

The Mandatory Water Ban continues in the Town of Wenham and surrounding communities due to low flows in the Ipswich River. In order to comply with Massachusetts Department of Environmental Protection requirements, the Town of Wenham through its Board of Water Commissioners has declared a Mandatory Water Ban, including private wells, prohibiting all nonessential outdoor watering. Hand watering is allowed from 5 pm to 9 am. Violators should be reported to the Water Department.

Veterans Memorial Pool Project - Update

Mr. Wilhelm read the memorandum update from the Hamilton Wenham Recreation Department dated June 14, 2016 on the status of the pool.

- Tentative completion if the first week in August
- Pool Preparation: The pool will be closed for 1-2 weeks to properly prepare the pool
- Open House: The Recreation Department is planning an open house event; details to follow
- Pool Operation: there is a shortage of lifeguards for this season. The Park Program 9 am to 1 pm; public session as many hours as possible. Currently there is no set schedule.
- There are no pool memberships this year. A drop in fee is as follows: \$10 adults; \$5 children; under the age of 3 is free.
- The BOS asked if there is a different fee for senior residents.
- The Recreation Department can be contacted with questions.

Conservation Commission Resignation – Jerome Hunsaker

The BOS acknowledged the resignation of Jerome Hunsaker from the Conservation Commission and thanked him for his service. The Commission has two open seats. Local jurisdiction quorum is based on 7 members; a quorum of 5. The Wetland Protection Act is the quorum of positions filled (5).

REPORTS

Town Administrator

Roadwork Update - All of Cherry Street (Main Street to Topsfield Road) and a small section of Walnut Road (800' from the town line to the culvert) are going to be repaved over the next few weeks, with work scheduled to begin next Tuesday, August 2. Both roads will remain open throughout but police details will be on site to help direct traffic and some delays should be expected. Street Paving and work is to commence next week for 2 to 3 weeks.

Citizen's Leadership Academy - Following up on the newly released Welcome to Wenham packets for new residents, we are planning to pilot a Citizen's Leadership Academy this coming fall to help residents who may not be familiar with town government to better understand what we do and how they can get involved. The details of this inaugural offering will be provided in the next several weeks but we anticipate a series of weekly information sessions over the span of about three months that will serve to educate and inform residents. This program is intended as another way to improve resident participation and engagement.

Personnel - We are currently looking to fill a part-time Administrative Assistant position in the Town Clerk's Office. A job description and job posting outlining the responsibilities of this part-time position is available on the Town's website under Current Job Opportunities. Applicants are invited to submit letters of interest by Wednesday August 10.

The Joint Recreation Department has also posted for a part-time Administrative Assistant position, with details provided on the Town of Hamilton's website. This position is open until filled.

We expect to hire a Burial Agent shortly, with Cemetery Commission interviews taking place this week.

We continue to look for more lifeguards this summer to work at Pleasant Pond and the Veterans Memorial Pool at Patton Park.

Enon One Facility - The Historic District Commission approved the design of the new building to house Enon One. Accordingly, we will be drafting the solicitation for this pre-fabricated structure over the next few weeks and will be looking to go out to bid sometime in August.

Wenham Pines (Lakeview) - The Historic District Commission approved the demolition of the golf related structures and renovation work to the existing residential structure at their meeting last Thursday night. Formal applications have also been submitted to both the Conservation Commission and Planning Board. The Conservation Commission will hold its initial hearing on Monday August 8 – the Planning Board will open its public hearing on Thursday August 11. Information about the project will be posted on the Planning Board page of the Town's website.

Penguin Hall Academy– The Town has been working with the Penguin Academy team since last October and the Town is responsive and continues to work with the team's goal to open this school year (2016).

A Certificate of Occupancy has not been issued to date.

Chairman

- Attorney Lauren Goldberg, KP Law (Kopelman & Paige) Town Counsel, completed Open Meeting Law training sessions this week for town staff, boards/committee members.
- The BOS voted unanimously June 28, 2016 on the Town Administrator's three-year contract including an increase in his salary from \$105,000 to \$112,000 citing Mr. Lombardi is doing a "superb job".

NEW BUSINESS

Logan Airport Community Advisory Committee Update – Jill Romano

Ms. Romano was present to update the Selectmen on the Logan Airport Community Advisory Committee. This is a committee made up of local community representatives to bring concerns from their communities to Logan. Ms. Romano is the representative for Wenham.

Logan is a revenue generator to the State and has responsibilities to more than just the communities.

There is a multimillion-dollar noise study on the impact to communities in the flight paths.

The North Shore is now included in the study.

There has been an increase in activity over the past couple of years due to the implementation of satellite based guidance systems which direct plane traffic to same areas each time.

Landing preference at Logan favoring Runway 22L; Wenham is in this flight path which has doubled in use and is the second most used runway at Logan. This has also increased the capacity at Logan for late night international flights.

Ms. Romano stressed the importance of having a presence at the table to assure that the air traffic is distributed evenly and recommended a coordinated effort from other North Shore communities; our area is under represented. The towns of Topsfield, Hamilton, Danvers and Peabody are currently not represented.

A Facebook page is being created to provide information and there is a complaint line for Massport that is reviewed by the FAA for residents to call. Our State Representative/ Senators are also getting involved.

Wenham Day Liquor License – Kristin Noon

The annual Wenham Family Festival & Artisan Fair is on Saturday August 27. The Museum is seeking a one-day liquor license to serve alcohol during the fair as a fundraiser for the Museum.

The museum has agreed to confine the area where the alcohol may be consumed; hire an officer to monitor that there is no roaming around with open containers of alcohol.

Vote: Mr. Wilhelm moved, and it was seconded, the BOS approve a One Day ALL ALCOHOLIC BEVERAGES LIQUOR LICENSE with the included recommendation of Chief Tom Perkins for the Wenham Museum on Saturday, August 27, 2016 from 11 am to 5 pm for a Family Festival & Artisan Fair. The motion carried unanimously.

Town Counsel Update, Appointment, and Letter of Engagement – Lauren Goldberg (KP Law)

Attorney Lauren Goldberg was present and spoke about the Letter of Engagement from KP Law, 101 Arch Street, Boston MA and summarized the general terms of the agreement between the Town of Wenham and KP Law serving as Town Counsel.

Attorney Goldberg is the lead Attorney for the Town with Attorneys Mark Reich and Ilana Quirk as the Town's primary land use attorneys, and Darren Klein providing counsel on labor issues.

Mr. Wilhelm requested a "road map" of the process that clarifies the options to the Town for the upcoming fiscal year citing the potential of an override to fund the budget.

Mr. Lombardi noted that the Town was billed \$24,000 for FY16. The legal budget for FY17 is \$48,000.

Vote: Mr. Clemenzi moved, and it was seconded, to appoint KP Law as Town Counsel based upon, but may not be limited to, the attached document: Letter of Engagement (dated June 23, 2016) for a one (1) year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Re-appointments - Vote

- Affordable Housing Trust - Mr. Wilhelm moved to reappoint **Josh Anderson, Michelle Bailey** for 2 year terms beginning on July 1, 2016 ending June 30, 2018 and it was unanimous to do so.
- Audit Committee - Mr. Wilhelm moved to reappoint **Rich Jones, Michael Lucy, John O. Wilhelm** for a 1 year term beginning on June 30, 2016 ending on June 30, 2017 and it was unanimous to do so.
- Board of Election Registrars - Mr. Wilhelm moved to reappoint **Polly Beyer**, for a partial 3-year term beginning April 1, 2016 ending on March 31, 2017 and **Betsy Lebel** for 1-year term beginning on April 1, 2016 ending on March 31, 2017 and it was unanimous to do so.
- Conservation Commission - Mr. Wilhelm moved to reappoint **Robert Burnett, Philip Colarusso, Malcolm Reid**, for 3 year terms beginning on July 1, 2016 and ending on June 30, 2019 and it was unanimous to do so.
- Hamilton-Wenham Community Access & Media Committee - Mr. Wilhelm moved to reappoint **Brian Doser** for 3-year term beginning on July 1, 2016 and ending on June 30, 2019 and it was unanimous to do so.
- Hamilton-Wenham Cultural Council - Mr. Wilhelm moved to reappoint **Maureen Maier, Lindsay Schnabel** for 3 year terms beginning on July 1, 2016 and ending on June 30, 2019 and it was unanimous to do so.
- Hamilton-Wenham Joint Recreation Committee - Mr. Wilhelm moved to reappoint **Len Dolan** for a 3 year term beginning on July 1, 2016 and ending on June 30, 2019 and it was unanimous to do so.
- Iron Rail Commission - Mr. Wilhelm moved to reappoint **Jason Wachtel** for a 3-year term beginning July 1, 2016 and ending on June 30, 2019 and it was unanimous to do so.
- WISSH Committee - Mr. Wilhelm moved to reappoint **Marisa Bartlett, Julie Clay, Tracey Hutchinson, Trudy Reid, Linda Rich** for 3 year terms beginning on July 1, 2016 and ending on June 30, 2019 and it was unanimous to do so.
- Zoning Board of Appeals - Mr. Wilhelm moved to reappoint **Shaun Hutchinson** for a 3 year term beginning on July 1, 2016 and ending on June 30, 2019 and it was unanimous to do so.

The Chairman recognized those serving on town boards/ committees for their time and efforts.

The Board requested that the WISSH Committee update the Board.

There are vacancies on the following committees:

1. The Iron Rail Commission
2. The ZBA - an Alternate position
3. Conservation Commission

Hiltz Waste Disposal Services

Mr. Lombardi reported that the Town of Wenham received written notice from Hiltz Waste Disposal, Inc. of Gloucester that they are "financially unable to continue to provide the waste disposal services under the current contract" and will terminate operations in Wenham (and Hamilton) as of September 28, 2016. This is the last year of a five-year contract. Hiltz also informed the Town that they are no longer bonded.

Wenham currently has a joint contract for trash pick-up with the Town of Hamilton and said it is in the towns interest to continue procure with Hamilton and possibly other communities to increase the leverage to keep the cost increase to a minimum.

Mr. Lombardi will meet with Hiltz for the details on the situation, but he anticipated negotiating a one-year contract for waste disposal with one or two of the other vendors.

The BOS noted concern that they were not notified sooner and are left with two months to find waste disposal services. KP Law has been asked to advise the Town on this matter.

Turf Field Design and Engineering Services Intermunicipal Agreement (IMA)

The Town Administrator is working with the Town of Hamilton and the HWRSD on an IMA to clarify the roles and responsibilities of each entity during the design and engineering of an upgrade to the athletic fields at the high school. Community Preservation Act funds were appropriated by vote of the Town Meetings of both Wenham (\$22,592.64) and Hamilton (\$44,647.36) for the design and engineering work to upgrade the athletic fields at the high school to synthetic fields. The project will be done by Gale Associates, who was also involved in the overall field assessment and planning process.

Ms. Harrison noted her concern that the IMA is “the cart before the horse” as a turf field has not been decided or even discussed by the Board, and that there are many other decisions that need to be made.

It was noted that the IMA specifically states that by doing phase one, this in no way guarantees or commits the town (s) in going forward with the project.

The terms of this agreement expire June 30, 2017 or upon completion of the work; it was observed that there is no specific schedule to update the Board.

The Board reviewed the contract with Gale Associates.

Motion: Mr. Clemenzi moved, and it was seconded, to approve the proposed Turf Field Design and Engineering Intermunicipal Agreement between the Town of Wenham, The Town of Hamilton, and the Hamilton –Wenham Regional School District.

Under discussion Mr. Wilhelm concurred with Ms. Harrison’s concerns.

Vote: The motion carried unanimously.

Proposed Update to Pleasant Pond Regulations

Mr. Lombardi reviewed the proposed addition to the Pleasant Pond Recreation Area Resident Parking Sticker Regulations to allow for residents to purchase a parking sticker for nonresident childcare professionals to get a parking sticker for when the children are in their care givers custody. They will be asked for a letter documenting they are providing child care services.

Vote: Moved and it was seconded, the Board of Selectmen adopt the proposed, Proposed Update to Pleasant Pond Regulations. The motion carried unanimously.

Proposed Personnel Policy regarding Hiatus Period Compensation for New Hires

The Town is member of the GIC (Group insurance Commission overseen by the Commonwealth).

Newly hired employees, not coming from another GIC community, cannot enroll in GIC for a period of 2 to 3 months and must decide to cover the entire cost of COBRA or not carry health insurance

Other towns offer reimbursement for costs of what the Town would contribute for that span of time (75% of cost coverage) or COBRA costs, whichever is lower.

According to Town bylaws the BOS is required to hold a public hearing before voting on the amended, new Personnel Policies; Mr. Lombardi will schedule a public hearing.

OTHER MATTERS as may not have been reasonably anticipated by the Chair (Discussion Only)

OLD BUSINESS

Open Space and Recreation Committee Appointments

Mr. Clemenzi suggested those interested in serving on the Open Space Committee be sent a letter that the Town is waiting for a grant and that these people be reminded there are openings on other town committees they may be interested in serving on. The Board took no action.

ADJOURNMENT - *The Selectmen unanimously adjourned at 8:53 pm.*

Respectfully Submitted By

Catherine Tinsley
8.12.16