

TOWN OF WENHAM
Board of Selectmen
Meeting Minutes of September 6, 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, September 6, 2016 at 7 PM in the Selectmen Chambers.

WELCOME: CALL TO ORDER

With a quorum present, Mr. Clemenzi called the Board of Selectmen meeting to order at 7 PM
Selectmen present: John Clemenzi Chair; Jack Wilhelm, Vice Chair; Catherine Harrison, Clerk
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

PUBLIC INPUT

ANNOUNCEMENTS

- **Mandatory Water Ban & Measures to Ensure Improved Compliance:** All nonessential Outdoor watering including from private wells is limited to hand watering from 5 pm to 9 am. Residents in violation or at high usage exceeding 100,00 per quarter, have been sent warning letters and can be fined up to \$100 a day. The District Court has been sent the updated draft of a ticket to authorize the town to issues tickets for a variety of violations to town bylaws. The addresses of residents who are ticketed and do not pay the fine will be public.
- **Extreme Drought Conditions & Limitations on Outside Burning** – Residents were encouraged not to do any outside burning.
- **Assessors Measures List Project Reminder** – Robert Brindle has been hired by the Assessors to provide a measurement and data verification on improved parcels. The specific streets Mr. Brindle will be inspecting are updated weekly on the Town's web site
- **HWRS D School Committee Opening-** There is an open position on the School Committee for a Wenham Resident. Interested residents should submit a letter of interest to Superintendent Dr. Harvey.
- **Board & Committee Vacancies-** Current vacancies are listed on the town's web site including: Conservation Commission; Council on Aging; HW Community Access & Media; HW Cultural Council; Iron Rail Affordable Housing Trust; WISSH (Wenham Issues of Social Services Help); ZBA – 2 Associate members
- **Inaugural Citizens' Academy Starts September 28** – This is a ten-week program to be held on Wednesday evenings to help residents understand the Town's government.
- **September 11 Memorial Ceremony** - A brief ceremony at the fire house will be held on September 11 at 9:45 am with a service at the First Church following at 10 am.

REPORT

Town Administrator

Mr. Lombardi's report included:

- **SeeClickFix** - The Town is set to launch Wenham's version of SeeClickFix next Monday, September 12. This mobile application provides a new forum for residents to engage with the Town and will allow us to be more transparent in responding to local issues as they are reported. It will also create an internal work order and data collection system that will help streamline daily work flow and support better asset management. The start-up costs associated with going live have been covered by Community Compact grant funding and is consistent with our dual commitment as part of that program to implement best practices in capital planning and citizen engagement. More information about the SeeClickFix app will be posted on the homepage of the Town's website next Monday.
- **FY18 Budget Process** – Mr. Lombardi will be meeting with Department Heads starting next week to review their preliminary submissions for the FY18 budget. As has been discussed, we anticipate the upcoming fiscal year to be

particularly challenging. Independent of the costs associated with the continued school enrollment shift, we will also see significant increases in our trash and recycling collection/disposal line item as well as new mandates regarding federal stormwater regulations coming online next year – all of which will place substantial pressure on an operating budget that is already constrained.

- Following up on our initial forecasting last month, we will be scheduling a joint presentation to the Selectmen and Finance Committee later this month based on more concrete Town expense and revenue numbers. Once we have a better handle on the extent of our financial limitations, we will then reach out to HWRSD and Hamilton leadership in early October to review our initial findings and discuss anticipated challenges and the potential for an override before they begin their own budget building processes.
- Regional Water Grant Application - As you may recall, the Town was considering submitting an application for Sustainable Water Management Initiative grant funds last fall that was being spearheaded by the Ipswich River Watershed Association. While we ultimately decided not to apply last year, that process has subsequently prompted an informative dialogue among the municipalities who are part of the Ipswich River basin about the similar regional issues related to the Water Management Act that we all face. We have had a number of productive meetings facilitated by the Executive Director of the Massachusetts Water Works Association, and now plan on submitting an application for this round of grant funding that will focus on potential regional solutions to address our collective resource constraints.
- These efforts are the first time that all of the municipalities in the Ipswich River basin have taken a coordinated approach to these issues and this project would be an important step toward better understanding our current challenges and identifying some potential long-term solutions that don't just revolve around enhanced conservation practices. Along with our grant application, we have also scheduled a meeting with Mass DEP Commissioner Martin Suberg next week to share our feedback about the ongoing limitations that these regulations place on the economic development potential of the communities within the basin.

Chairman – Mr. Clemenzi recognized the many volunteers that donate their time to the Town of Wenham serving on boards/ committees. He went on to encourage residents to attend the Citizen Academy to better know and understand how the town works.

NEW BUSINESS

One Day Liquor License – Shop & Sip Rummage Sale, Wenham Museum, 132 Main Street

- Friday, September 16, 2016 5 – 8 pm
- Application
- Certificate of Insurance
- Fee paid
- Approval: Police Department, Fire Department; Fire Inspector

Kristin Noon, Executive Director was present to request a one-day liquor license for their annual fund raiser, a tradition for over 60 years as one of the first fund raisers of the Museum.

Donations for the Rummage Sale are being accepted. The Museum's charity Golf Tournament is Friday September 23.

Vote: Mr. Clemenzi moved, and it was seconded, the BOS approve a One-Day All Alcoholic Beverage Liquor License for the Wenham Museum, 132 Main Street, Friday, September 16, 2016 from 5 pm – 8 pm for their Shop and Sip Rummage Sale. The motion carried unanimously.

Amendment to Grassy Roots Liquor License Special Act Legislation

- Original Home Rule Petition Approved by April 2-16 Town Meeting
- Proposed Language Amendment to Senate, No. 2291, Section 1
- Email – Legal Counsel MA state Senate, Hirik Shah

Vote: Mr. Wilhelm moved, and Ms. Harrison seconded, the BOS approve the proposed amendment to the Home Rule Petition for a Grassy Roots Liquor License that was approved by Town Meeting on April 2, 2016 as presented by Senate Counsel in Senate, No. 2291, Section 1. The motion carried unanimously.

Appointments:

WISSH Committee Maribeth Ting

- Email from M. Ting – resigning from and requesting reappointment

Ms. Ting is the Public Nurse for the Town of Wenham. She was advised to resign from the WISSH Committee, file the required disclosures and request to be reappointed.

Vote: Ms. Harrison moved, and it was seconded, to appoint Maribeth Ting to the WISSH Committee for a (3) year term beginning on July 1, 2016 and ending on June 30, 2019. The motion carried unanimously.

Proposal to Purchase Mini Excavator

- Proposal
- Excavator Spec Sheet

Bill Tyack, Department of Public Works Director (DPW) was present to answer questions regarding his recommendation that the Town lease-to-own a new mini excavator. The annual payment of \$11,413.98 is proposed to be shared between the Water Department, DPW, and Cemetery at an annual cost of \$3,804.66 per department for 5 years. This piece of equipment has the ability to take up less than half a road lane, can swing the bucket 360 degrees, is half the weight of a backhoe and would be beneficial for each department.

Ms. Harrison confirmed the balances are available in these accounts to pay for the lease for FY 17.

Vote: Mr. Wilhelm moved, and it was seconded, to approve the proposed purchase of a new Mini Excavator using a combination of Water, Cemetery, and Highway Revolving Account Funds as presented by Bill Tyack, DPW Director in his memo. The motion carried unanimously.

Finance Director/ Town Accountant Search – Proposed Contract with Municipal Resources, Inc. (MRI)

- MRI Professional Services Agreement
- Memo – P. Lombardi
- Finance Director Job Description

Ms. Harrison summarized the current Finance Director has submitted her resignation as of September 14, 2016.

Mr. Lombardi talked about the contract with MRI to assist the Town with recruiting, interviewing, recommending and hiring of a new Finance Director. The estimated timeline from posting to recommendation is 10 weeks. Mr. Lombardi noted the (\$6,000 fee) includes a background check on the final candidate.

Vote: Ms. Harrison moved to approve the proposed contract with MRI to assist the Town in recruiting and screening candidates to fill the Finance Director/ Town Accountant position. Under discussion the Selectmen all voiced their support to enter into this contract with MRI noting the successful candidate search for the Town Administrator and confirmed the information for the posting. The motion carried unanimously.

OLD BUSINESS

Open Space and Recreation Committee (OSRC) Appointment Process

Mr. Clemenzi gave an overview of the status of the OSRC saying it is still unknown if grant funding will be available for a consultant to the OSRC. He initiated a discussion if the Town should go ahead and fund a consultant at an estimated cost of \$10,000. He also questioned if there should be two committees. One committee would work on financial implications of developing open space and another committee would look into acquiring open space.

Mr. Wilhelm observed the balance of the Reserve Fund is low due to the new trash contract and there is very little funding for unanticipated expenses so early in the fiscal year. He spoke in support of dividing the members and there be eight people on each committee. He also suggested each committee could also work geographically on different parts of town and provide the BOS with a unified report. Mr. Wilhelm pointed out that different land would lend to different uses and therefore different financing.

After discussion these suggestions and possible charges for such committees the BOS agreed that the Planning Coordinator be considered instead of hiring a consultant, at least to start.

Mr. Lombardi also noted that the current Open Space Recreation Plan needs to be updated during this process.

The Town Administrator was directed to draft a charge for a second group to work on economic development related to open space in conjunction with the Open Space Committee.

Waste Hauler RFP & Contract - Update

- Memo – P. Lombardi
- HW RP for Solid Waste Collection / Processing Organic Collection
- Casella Technical & Price Proposal & Related Email
- Proposed Contract with Casella for HW

Mr. Lombardi reported that Hiltz first notified the Town in July they would terminate their contract with HW at the end of September, but soon after notified the town service would be suspended immediately.

This is a joint contract with Hamilton for trash, recycling, organics.

Mr. Lombardi worked closely with Hamilton's Town Manager and issued a Request For Proposal in mid-August. Three bids were received and evaluated for the best choice. Mr. Lombardi reported Casella was the lowest bidder by a margin of \$50,000 and was the preferred contractor. Waste Management and Mellow also submitted bids. Casella owns the largest recycling process plant in the east, located in Charlestown but has an office in Peabody and works with smaller municipalities, especially in Maine.

This is a five-year contract with two- one year extensions. Wenham's collection will continue to be weekly on Mondays/Tuesdays with no interruption in service. There is a significant cost increase with the new contract; FY 17 will be prorated. A joint HW contract for composting will be separate. These terms will be clarified.

Casella will have new trucks in HW by July 1 as written in the contract.

Mr. Wilhelm recognized Mr. Lombardi for his work over the past month towards getting a new contract without interrupted service.

It was noted that many Hiltz employees interviewed with Casella.

Hiltz was recognized for their outstanding service over the years.

Vote: Mr. Clemenzzi moved, and it was seconded, to approve the proposed contract with Casella Waste Management of Massachusetts, Inc. for the collection of trash, recycling, and compostable materials for an initial 5-year term effective upon the approval of a Reserve Fund Transfer by the Finance & Advisory Committee to cover additional costs for FY17. The motion carried unanimously.

FY17 Goals and Objectives – Review of Annual Retreat Discussion to Establish Priorities

This was deferred to the next BOS meeting at the request of the Selectmen and that it be in the beginning of the agenda.

Proposed Personnel Policy Regarding Hiatus Period Compensation for Health Insurance for New Hires

- Memo – P. Lombardi

This new policy would authorize the Town to pay for expenses for new hires, not already in the GIC, for COBRA or other health insurance expenses incurred during the 2- 3 month waiting period.

The Selectmen discussed this in detail at their last meeting. There were no additional questions.

Vote: Ms. Harrison moved, and it was seconded, to approve the proposed Personnel Policy regarding Hiatus Period Compensation for Health Insurance for new hires. The motion carried unanimously.

EXECUTIVE SESSION – Boulder Lane Development Agreement

- Memo dated June 10, 2016
- Projected Revenue Split Scenarios
- Appraisal Report
- Email Communication

Vote: Mr. Clemenzzi moved to enter into ES under M.G.L. Ch. 30A § 21 (6) to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a determinate effect on the negotiating position of the public Body, regarding the Boulder Lane land development Agreement and not to return to open session but to adjourn directly from ES. The motion carried unanimously by roll call vote.

Adjournment - The BOS adjourned unanimously at 9:10 pm in executive session.

Respectfully Submitted By
Catherine Tinsley
9.27.16