

TOWN OF WENHAM

Board of Selectmen Retreat  
Meeting Minutes of August 5, 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 Friday, August 5, 2016 at 8 AM in the Selectmen Chambers.

**WELCOME: CALL TO ORDER**

With a quorum present, Mr. Clemenzi called the Board of Selectmen (BOS) meeting to order at 8:09 AM  
Selectmen present: John Clemenzi Chair; Jack Wilhelm, Vice Chair; Catherine Harrison, Clerk  
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

There was only one agenda item for the retreat. The Board took no official votes during this meeting.

**A. Discuss Town goals for Fiscal Year (FY) 2017 and take any necessary action to adopt mutually agreed upon goals.**

Mr. Lombardi reviewed his memo to the BOS dated August 3, 2016 “Review of FY 16 Goals in advance of FY17 Goal Setting”.

The Selectmen talked about the goals set during the July 27, 2015 retreat for FY16, which goals were met, those that would be carried over to FY17, and about setting new goals.

Mr. Lombardi will incorporate the FY18 goal objective, action items, and a timeline into a spread sheet; this document will be presented to the BOS in September to be adopted.

Because Mr. Lombardi’s annual evaluation in January is based in part on the status and meeting these goals, the spreadsheet will be updated again in December and provided to the Board.

As the four main goals were reviewed, some sub goals were identified as still active and remained on list, and those that have now been met were removed from the list.

The Board discussed new goals and those agreed upon by the Selectmen were added.

It was the consensus of the Board that the following be adopted as the FY 17 goals. The Board did not prioritize the Goals at this time.

**Goal #1: Successful Annual Town Meeting**

- Create model Annual Town Report document in line with MMA Annual Town Report contest standards

This is an annual goal.

- Coordinate warrant articles and budget schedule

With the potential of an override this year, the Board stressed the importance that the time and effort goes into the budget.

Mr. Wilhelm asked that a strategic decision tree be created, based on the FY18 budgets of the Town of Wenham, The Town of Hamilton, and the Hamilton Wenham Regional School District (HWRSD) to include the different potential scenarios.

The Board asked for Town Counsel to provide a legal opinion and clarify where the final authority lies in the approval of the HWRSD budget. This should be determined before the budget season is in full swing. Mr. Lombardi will schedule a BOS meeting with Town Counsel to address budget and Town Meeting concerns. A joint tri-board meeting with the Hamilton BOS/ Finance Committee and the School Committee will be scheduled to talk about the budget.

Mr. Wilhelm reviewed the objective of the goal to deliver quality services to residents and run a well-thought, thorough budget document and warrant for town meeting.

Potential warrant articles for 2016:

- Water Restriction bylaw
  - Regional Agreement Apportionment
  - Open Space Recreation Plan
- Create comprehensive budget document that presents achievements, challenges, goals, and objectives in line with Government Finance Officer Association (GFOA) Distinguished Budget Presentation Award standards

**Goal #2: Advance Human Resource Management**

- Succession Plan for key (management) staff leaving: i.e. Fire Chief, Police Captain
- Complete comprehensive update of personnel policies and procedures

Mr. Lombardi reported that Town Counsel is reviewing a red-lined, re-written version of the personnel policies handbook for legal accuracy.

Mr. Lombardi is applying for a grant for the audit of policies.

MRI (Municipal Resources, Inc.) has been hired to review the handbook for compliance, best practices, and the it addressed employee concerns.

All contracts were settled for FY17. The two contracts that are “off cycle”, Tom Perkins and Angel Wills, are two years out.

The Selectmen requested the TA look into what other comparable towns to Wenham pay their Board of Selectmen

Mr. Lombardi recommended the implementation of nonunion employee’s performance evaluations with merit based steps. This would be in addition to the COLA.

**Goal #3: Improve Communications**

- Improve communications between Town Hall departments/employees, and between elected/appointed officials on Town Boards, Committees, and Commissions

The Town Administrator will draft a formal process to keep the BOS informed regarding Department, Town Board/Committees/ Commission. It was thought quarterly updates from the Department of Public Works, Finance Department, Land Use, and Community Preservation Applications were the most important.

Mr. Lombardi briefly updated the Board regarding the Academy at Penguin Hall saying their building permit application was approved.

- Improve outreach and provide more information via Town website
- Make all necessary repairs/upgrades to improve phone system

Mr. Lombardi reported that there are ongoing changes and updates. The town is currently in the process of converting to Verizon FIOS.

The IT contract with MSG (Municipal Support Group) was renewed for another year.

- Develop and formalize community sign policy
- Improve resident engagement

**Goal #4: Initiate Strategic Planning Measures**

- Study and consider shared/regional services as approved by BOS/Finance Committee
  - COA Van Service
  - Inspectional Services
  - Fire Department based EMS
- Draft and implement 5-Year Capital Improvement Plan (CIP)
- Draft updated Open Space and Recreation Plan (OSRP)
- Update twenty-year old Joint Recreation Agreement with Town of Hamilton; clarify Wenham's role
- Being organizing for the Town's 375 anniversary in 2018; Apply for state funding

**Goal #5: Facilitate Economic Development**

- Examine potential for cellphone towers on public property and improve cellphone reception (especially in West Wenham)

Mr. Lombardi continues to have preliminary meetings with various cell tower companies

- Develop workable plan to potentially develop Boulder Lane
- Dispositions of Town owned properties and consideration of use i.e. for cell tower, affordable housing, revenue

The Board will be asked to prioritize the goals at their next meeting.

The Selectmen unanimously adjourned at 10:01 AM

Respectfully Submitted By  
Catherine Tinsley

8.6.16