



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator
TEL 978-468-5520 FAX 978-468-8014

MEMORANDUM

TO: Board of Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Town Administrator's Report
DATE: September 20, 2016

Personnel

Richard Viscay has been hired as our interim Town Accountant for the next several months while we work through the hiring process for a new Finance Director. A well respected finance professional, Richard previously worked in our Finance Office before moving on to serve as the Finance Director in Salem and Chief Financial Officer in Everett. He currently works as the Comptroller in Arlington and plans to be in Wenham on Tuesdays starting this week and going forward. The Finance Director position was posted by Municipal Resources, Inc. last week, with an October 11 deadline.

With the impending retirement of Jeff Tobey in January, we are prepared to post the Police Captain's position. Serving as the Executive Officer for the Department who is responsible for a number of key police initiatives and administrative duties, we want to ensure that there is at least one month of overlap before Captain Tobey retires so that the new hire can be properly trained. We plan to post the position internally this week, with applications due by October 11. The Police Chief and I will review the candidate submissions and invite eligible applicants to participate in the interview process which will include an oral board or assessment center. If an internal candidate is chosen from this process, they will be recommended to the Selectmen for appointment subject to successful contract negotiations. We will post the position externally if no internal candidates apply or are recommended coming out of the interview process.

Historic Resources Survey Project Update

This past spring, the Wenham Historical Commission was awarded \$10,000 in grant funding from the Massachusetts Historical Commission to conduct an extensive survey of the historic resources in the areas of town that fall outside the Historic District. \$10,000 in CPC funds was also approved by Town Meeting last spring for this project. Having now completed the solicitation process, the Town has selected Stacy Spies and Wendy Frontiero to research and inventory the 90+ homes in town that were built before 1900 and are located outside of the Historic District (about 2/3 of the town). This team has extensive experience performing similar projects in other communities. The final report is expected to be completed by June 2017, with copies then made available at Town Hall, at the Hamilton-Wenham Regional Library, and on the Town website.