

TOWN OF WENHAM BOARD OF SELECTMEN  
Meeting Minutes of October 4, 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 October 4, 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

The meeting was recorded with permission by HWCAM

### PUBLIC INPUT: Items not on the agenda

Mr. Clemenzi reported there was a good turnout for the Town's new Citizen's Leadership Academy, held on Wednesday nights to better inform residents about the Town Government.

### ANNOUNCEMENTS

- Extension of Mandatory Water Ban & Measures to Ensure Improved Compliance:  
The Water Commission voted to extend the water ban through October due to the severe water drought. Hand watering only is allowed from 5 pm to 9 pm. Sprinklers are prohibited. The town will issue tickets / fines to those not complying to the ban
- Hamilton-Wenham School Committee (Wenham) Opening: Deadline for Letters of Interest Extended to Tuesday, October 11, 2016
- Resignation: Shaun Hutchinson, from Zoning Board of Appeals: Mr. Wilhelm read Mr. Hutchinson's letter of resignation, citing his move out of Town makes him ineligible to continue serving. Mr. Hutchinson was thanked for his service. Associate member Chris Vance has been asked if he is willing to serve as a full member.
- Fire Department Open House is Wednesday, October 12, 2016. Fire Chief Blanchard was present and spoke about October as Fire Prevention Month and announced the Fire Department's open house. Papa Ginos Pizza and Cherry Hill Ice Cream was thanked for their donation of food.
- Early Voting begins Monday, October 24 through Friday November 4. This is the first year early voting is an option for Massachusetts residents; extended hours are Thursday mornings and Saturday, October 29. This schedule is posted on the Town's web site.
- The Hamilton-Wenham Library Closed on Tuesday, November 8, 2016. Mr. Wilhelm read a letter from the Library Director Jan Dempsey stating that because the Winthrop School has requested the voting be moved from the school, the recreation facility would be used for the presidential election. Based on assessment by the Hamilton Police Chief, the Library Trustees voted to close the library on November 8.
- Flu Vaccine Clinics are October 24, 2016 & November 14, 2016 at the Hamilton Senior Center. The clinic is sponsored by the Hamilton and Wenham Health Departments

### REPORTS

#### Town Administrator

Personnel - Applications for the vacant Finance Director position are due to Municipal Resources, Inc. by next Tuesday, October 11. (28 applications have been received to date). MRI will provide their recommendations to the Town after conducting preliminary interviews. I recommend that the Selectmen appoint a small Screening Committee at their next meeting who will interview the semi-final candidates in November and then recommend finalists to the Board.

The internal posting to fill the Police Captain position also expires on October 11, with an oral board and assessment process to follow.

*Approved 11.1.16*

Our Treasurer/Collector, Leslie Davidson, was recently designated as a Certified Massachusetts Municipal Treasurer. This certification involves multiple years of professional development and represents a significant professional achievement. To be certified, candidates must successfully pass a rigorous examination that covers municipal finance law, property and motor vehicle tax laws and collections, cash management, and numerous other areas of public finance. I want to congratulate and recognize Leslie for her achievement and for continuing to provide exceptional services in our Finance Office.

Roadwork Project Updates - The Essex Street culvert replacement project has been delayed until the next construction season due to shortages in specialized materials. Due to its proximity to wetlands, this project can only take place in the summer months and so will commence next July with an expected early September completion date.

MassDOT is currently gathering traffic data to respond to the Town's request to evaluate the Main Street corridor between Cherry Street and Arbor Street for the potential installation of at least one signalized intersection. Their recommendations based on this updated information are expected in the coming months. They have also asked the Town to provide more detailed engineering plans regarding our request to shift the center line on Route 1A to the north and eliminate parking on that north side from Arbor Street to Perkins Street.

Stormwater Permits - The EPA finally released their long overdue Small MS4 general permits for Massachusetts communities in April of this year. These updated federal regulations regarding stormwater management are set to go into effect on July 1, 2017. After having worked with Bill Tyack and our engineering team at Weston and Sampson over the past several months, we now have a better sense of the scale of the projected financial impact of complying with these new regulations. Unfortunately, complying with these permits will amount to yet another significant unfunded mandate.

Weston and Sampson plans to present to the Board of Selectmen and Finance Committee at a joint meeting tentatively scheduled for Wednesday November 9. Their presentation will provide details on what the new permitting requirements are, whether we will be able to spread those costs across multiple years, what cost savings could be realized by training in-house staff to conduct some of the testing, and what options we have in terms of potential funding mechanisms.

FY18 Budget - We have a joint meeting of the Board of Selectmen and Finance Committee set for next Tuesday night, October 11, at 6:30 PM to review preliminary FY18 Town expenses. Having now met with all Department Heads to review their initial budget requests, we will discuss the current status of the budget in relation to our forecasts from our earlier joint session in August. A follow-up meeting with Hamilton and the School District is expected sometime in late October or early November.

#### Chairman

Mr. Clemenzi said he had hoped to have the Sheriff candidates attend a BOS meeting to answer questions, and to provide additional information on the four ballot questions in preparation of the November 8 elections.

Mr. Clemenzi recognized those who put the Citizen's Academy together noting the response has been better than expected.

### **NEW BUSINESS**

One Day Liquor License: Lynne Weaver Quilt Exhibit Opening & Paul Weaver Retirement Party, Friday, October 14, 2016, 6:30 pm – 9:00 pm, Wenham Museum, 132 Main Street.

- Application 9.26.16
- Event invitations
- Certificate of Insurance
- Tips Certifications
- Fee Payment
- Email Approvals: Fire 9.29.16 / Police 9.27.16

Museum Director Kristin Noon was present to answer questions.

Mr. Wilhelm read the invitation for the retirement party for Paul Weaver, former Town Counsel, on October 14, 2016. This is in conjunction with his wife, Lynn Weaver's Quilt Exhibit Opening.

*Vote: Mr. Wilhelm moved, and it was seconded, to approve a one-day all alcoholic beverage liquor license for the Lynne Weaver Quilt Exhibit Opening and Paul Weaver Retirement Reception at the Wenham Museum, on Friday, October 14, 2016 from 6:30 pm to 8 pm. Under discussion, Ms. Harrison thanked the Wenham Museum for working with the Town to combine these two events. The motion carried unanimously.*

*Approved 11.1.16*

Acceptance of Donation for Fire Department Landscaping Improvements

- Proposal Gift/ Donation Solicitation Form
- Gift Donation Acceptance Form
- Email from M. Lucy 9.18.16

Mike Lucy was present to donate a \$300 check to the Fire Department Fund to underwrite the cost of plant material for the beautification of the flagpole area to the left of the Fire Station. A work party will be organized in the spring to spruce-up this area. Other donations would be welcomed.

*Note: Mr. Clemenzi moved to approve the Proposal for Gift/ Donation Solicitation, not to exceed \$1,000 for site improvements to the Firehouse Garden at 140 Main Street and to accept the donation of \$300 as presented by Mike Lucy. The motion carried unanimously.*

Location Agreement for Chappaquiddick movie production at Iron Rail – Oliver Amerigian

91 Grapevine Road on the Iron Rail property.

- Letter of Intent from Oliver Amerigian, Location Manager, Bridgewater Picture Finance, LLC
- Location Agreement
- Insurance Certificate

The request is to use a limited space (dirt road) on the Iron Rail property for a filming location over the next two days.

The Board must approve a Location Agreement.

Mr. Amerigian was present and spoke to this request to use the road on the property noting logistically, this location meets the need of the film to look like it could be on an island.

Mr. Lombardi reviewed the agreement and insurance coverage. This will not impact the operations / business at the Iron Rail Property.

*Note: Ms. Harrison moved to approve the proposed Location Agreement between Bridgewater Picture Finance, LLC and the Town of Wenham for production of scenes from the movie “Chappaquiddick” at 91 Grapevine Road, Tuesday, October 4, 2016 through October 6, 2016. The motion carried unanimously.*

Proposed Change to 4-Way Stop at Four Corners Intersection (Larch Row, Dodges Row, and Walnut Road)

- Memo from P. Lombardi 9.30.16
- Letter from R. Smallman, Wenham resident 7.5.16
- Impact Study from L. Keegan, Weston & Sampson 9.21.16
- Four Corners Traffic Evaluation, Weston & Sampson

Mr. Lombardi reviewed that the Town received a letter from a Wenham resident who while riding his bicycle through the intersection at the four corners was hit by a motor vehicle and injured, requesting the Town evaluate this intersection and the confusion and dangers caused by a three way stop intersection; Weston & Sampson were hired to review and evaluate the intersection. The recommendation is to add a stop sign for this intersection on Larch Row making this a four way stop intersection. A two-month trial period will start October 11 after which the Board will review the results and data. It was noted that there is an average of two accidents a year.

Mr. Clemenzi suggested with less than 2 accidents a year, this intersection is not a concern or a priority.

A discussion followed that focused on the confusion a three way stop intersection causes, and if the proposed two-month trial is necessary.

Ms. Harrison referenced her personal experience in approaching the intersection saying caution entering the intersection where there is no stop sign seems to create additional confusion and given the intention of the four way stop to reduce accidents, she supported a trial period.

Leading up to the October 11 date Police presence, electronic signage, installation of a stop sign, and street painting will be used to warn drivers.

The two-month trial period will give time to evaluate the change and see if it will cause significant back up of traffic and /or reduce accidents.

The Board briefly noted there are other dangerous intersections in Town that need to be addressed.

The police are preparing a recommendation to reduce speed limits in some areas.

Residents were asked to provide the Selectmen with feedback

## Approved 11.1.16

*Vote: Ms. Harrison moved to approve the proposed 4 way stop at the "four corners" intersection beginning Tuesday, October 11, 2016 for an evaluation period of 2 months as recommended in the presented traffic evaluation by Weston & Sampson. The motion carried unanimously.*

### Proposed Participation in Statewide Public Safety and Public Works Mutual Aid Agreements

- Memo P. Lombardi 9.30.16
- Statewide Mutual Aid Opt
- MGL c 40, § 4J
- MGL c. 40, § 4K
- Mutual aid Opt in Form

Mr. Lombardi summarized that the Town has the option to join MEMA's Statewide Public Safety and Public Works Mutual Aid and reviewed the terms of the agreement.

This benefits the Town especially in an emergency with additional personnel and equipment. The proposed Mutual Aid Agreement is consistent with current mutual aid practices.

*Vote: Mr. Clemenzì moved to approve the proposed participation in Statewide Public Safety and Public Works Mutual Aid Agreements. The motion carried unanimously.*

### Appointment of Town Administrator as Chief Procurement Officer

- Email m. Till 30B Analyst/ MCPPO Instructor 9/2016
- Notice of Appointment of Chief Procurement Officer
- Letter from J. Emmett Director, MCPPO Program 2/ 2014
- MCPPO Recertification General Information
- MCPPO Designation General Information

Ms. Harrison reviewed that although the Town Administrator has been acting as the Chief Procurement Officer, the BOS has not appointed a Chief Procurement Officer as required by M.G.L. c. 30B. The position of Town Administrator is being designated as Wenham's Procurement Officer. This can be changed by vote of the BOS.

Mr. Lombardi completed and was approved, for his MCPPO recertification through 2019.

*Vote: Ms. Harrison moved to appoint the Town Administrator as the Chief Procurement Officer for the Town of Wenham. The motion carried unanimously.*

### Update on Candidates for Economic Development and Open Space & Recreation Committees

- Emails - P. Lombardi requesting committee priority from Open Space & Recreation Committee candidates
- Spreadsheet reflecting committee priority feedback

Mr. Clemenzì proposed the BOS review the list of candidates and their preference on which committee to serve on, and that the BOS be prepared to vote on these appointments at the next meeting.

Mr. Lombardi stated he has looked at a number of grant opportunities to fund a Consultant for an Open Space Committee. There is a new grant program to look at efficiencies in municipal government. The application is due November 15 with notification in December; there are two rounds of funding.

If the Town does not receive the funding the BOS will re-evaluate the consultant position and possible funding sources.

### Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)

There were no other matters to come before the Board.

**ADJOURNMENT** - The BOS unanimously adjourned at 8:22 pm

Respectfully Submitted By

Catherine Tinsley  
10.12.16