

TOWN OF WENHAM BOARD OF SELECTMEN  
Meeting Minutes of September 20, 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 20, 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**

There was none.

**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 100,000 gallons per quarter, have been sent warning letters and can be fined up to \$100 a day. The addresses of residents who are ticketed and do not pay the fine will be public.
- 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
- HWRSD School Committee (SC) 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 by Monday September 26.
- Board & Committee Vacancies- Current vacancies are listed on the Town's web site with a brief description. 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 1 full member / 2 Associate members
- Inaugural Citizen's Academy Starts September 28 - This is a 10-week program to help residents understand Wenham's Town Government. Thirteen residents have registered to date. Additional information is on the Town's web site.
- SeeClickFix Mobil Application Launch – This application was launched last week. This application is an interactive map to report issues directly to the Town, request municipal services, and for the Town to track work flow.

**Reports**

Town Administrator

The Following is the Town Administrator's Report:

- 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

## **Approved 10.18.16**

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.

### Chairman

Mr. Clemenzi stated he is preparing information regarding the ballot questions in November and how these issues may impact the Town. Mr. Lombardi will check with the League of Women Voters if they are holding a forum, especially since this is the first Sheriff race in 20 years.

Mr. Wilhelm requested an update on the Essex County Regional Dispatch Center, noting the Board was promised a full report in May that has not been delivered. Mr. Lombardi will ask the Director to attend a BOS meeting in October.

Mr. Lombardi noted the Board recently met and had a productive conversation look at regional services going forward without the city of Beverly.

### **New Business**

One Day Liquor License – Wenham Museum Golf Tournament, Friday, September 23, 2016 from 11 am to 5 pm  
Wenham Country Club, 94 Main Street

- Application
- Event Flyer
- Insurance Certificates
- Payment
- Email Approvals Police & Fire

Kristin Noon, Wenham Museum Executive Director was present to answer questions regarding the application.

*Vote: Mr. Wilhelm moved, and it was seconded, to approve a one day, all alcohol Beverages Liquor License for the Wenham Museum Golf Tournament Fundraiser, at the Wenham Country Club 94 Main Street, Friday September 23, 2016 from 11 am to 5 pm. The motion carried unanimously.*

### Early Voting Reminder

- Memo from Town Clerk

Dianne Bucco, Town Clerk was present and spoke on the new early voting law for biennial state elections intended to make voting more accessible, shorten lines on Election Day, increase opportunity and improve the voting experience.

The November 8 election is the first time early voting will be allowed in Massachusetts. Early voting takes place from October 24 through November 4 during town hall hours; extended voting hours are posted on the town's web site.

Acceptance of Donation of Albie Dodge Memorial at Iron Rail (Eagle Scout Project) Colin Remsen

- Proposal Gift/ Donation Solicitation Form
- Gift/Donation Acceptance Form
- Email from Town Administrator to Colin Remsen
- Proposal from Colin Remsen

Mr. Clemenzi recused himself from this vote citing his involvement with the Scouts and because his name is on the documents. He introduced Eagle Scout Candidate Colin Remsen who presented his Eagle Scout project.

Colin's proposed project was a memorial to honor Wenham resident Albert "Albie" Dodge and his commitment to scouting, his involvement in the Town, and his 54 years serving as Wenham's Tree Warden.

Colin requested to locate the memorial on the Iron Rail property, on the street side of the Iron Rail building. A copper beach tree would be planted, centered within in a ring of mulch with four memorial plaques specifically placed; one facing the Iron Rail building honoring Mr. Dodge as an Iron Rail Commissioner, a marker facing the DPW buildings to recognize Mr.

Dodge's commitment to the Town, a marker facing the woods for Mr. Dodge's work with trees, and a marker facing the scout

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bar to remember Mr. Dodge as the first Eagle Scout in the Town of Wenham. Four simple wooden benches would also be placed within the mulch ring.

Most of the \$4,642 cost is covered with donations of materials, tools, time, and money. The projected gross cost of the project is \$4,642.

It was noted the project was approved by the Iron Rail Commission and supported by the Dodge family.

*Vote: Mr. Wilhelm moved, and it was seconded, to approve the Proposal for Gift/ Donation Solicitation, not to exceed \$4,642.38 for Albie Dodge Memorial at Iron Rail, 91 Grapevine Road and to accept the donation for the memorial for the Eagle Scout and accept donation as presented by Colin Remsen. Under discussion, Ms. Harrison suggested the BOS be asked earlier in the process of Scout projects. The motion carried unanimously by vote of Mr. Wilhelm and Ms. Harrison, with Mr Clemnzi recusing himself.*

The projected finish date is by November 11, Veteran's Day. A dedication date will be announced.

## Appointments

Conservation Commission – Chris Gajeski, present

Mr. Wilhelm read the letter of recommendation from the Conservation Commission to appoint Chris Gajeski, Perkins Street as a Commissioner on the Conservation Commission. He further noted the vast experience and interests of Mr. Gajeski making him a qualified applicant. Mr. Gajeski spoke to his interest in serving on the Conservation Commission.

*Vote: Mr. Wilhelm moved, and it was seconded, to appoint Chris Gajeski to the Conservation Commission for a 2-year term On September 20, 2016 ending June 30, 2018. Under discussion, Mr. Gajeski was asked to speak to his interest in serving on the Conservation Commission.*

*The motion carried unanimously.*

## Proposed Charge for Economic Development Committee

- Memo from P. Lombardi regarding Open Space and Recreation Committee Charge
- Memo from P. Lombardi regarding Economic Development Committee Charge

Mr. Clemenzi proposed the Board accept the Charges as a draft, and after the membership of the Committee is appointed, they be asked to review the draft Charge at their first meeting and give the board feedback. The draft charge would then come back to the BOS for approval.

Mr. Lombardi said he would contact those who expressed interested in serving on the Open Space Committee to find out if they were interested in serving on the Economic Development Committee or the Open Space *Committee*.

Mr. Lombardi announced that Greenbelt is hosting a Green Space Workshop on November 12 and this is an opportunity for the committee attend.

*Vote: Mr. Clemenzi moved, and it was seconded, to adopt the draft Charge. Under discussion, Mr. Wilhelm questioned why the Board was adopting a "draft" Charge and suggested the Board adopt the Charge subject to subsequent modification by the Board of Selectmen. Ms. Harrison concurred that she was comfortable voting on the Charge. Mr. Clemenzi accepted the amendment and the motion carried unanimously.*

## **Old Business**

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

The Selectmen established their priorities of the Goals and Objective set at the BOS annual retreat as follows:

#### #1 Successful Annual Town Meeting

1. Create comprehensive budget

#### #2 Advance Human Resource Management

1. Complete comprehensive update of personnel policies and procedures

#### #3 Improve Communication

1. Sign policy

#### #4 Initiate Strategic Planning Measures

1. Tie: a. Joint Recreation Intermunicipal Agreement b. Wenham's 375<sup>th</sup> Anniversary (2018)

#### #5 Facilitate Economic Development

1. Develop Workable plan to potentially develop Boulder Lane

## **Minutes** – August 23, 2016 OPEN /ES

*Vote: Ms. Harrison moved to approve the open meeting minutes of August 23, 2016 and it was unanimous to do so.*

*Vote: Mr. Harrison moved to approve but hold not for release, the executive session meeting minutes of August 23, 2016 and it was unanimous to do so.*

**Approved 10.18.16**

**Executive Session** – Hiltz Waste Disposal

*VOTE: Mr. Clemenz moved to enter into executive session under M.G.L. Ch. 30A § 21 (3) to discuss strategy with respect to collective bargaining or litigation of an open meeting may have detrimental effect on the litigating position of the public body and the Chair so declares regarding Hiltz Waste Disposal and return top open session.*

**Adjournment**

The Board returned to open session and 8:28 pm and unanimously adjourned.

Respectfully Submitted By  
Catherine Tinsley  
9.28.16