



Town of Wenham  
BOARD OF SELECTMEN  
**AGENDA**

Tuesday September 18<sup>th</sup>  
**5:30 PM**

Wenham Town Hall – 138 Main Street  
*Notice of public meeting as required by M.G.L. Chpt.30 §18-28*

All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name & address.

5:30 P.M.

**WELCOME:** Call to order

Executive Session #2 under M.G.L. Ch. 30A, § 21 – To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

- Finance Director / Treasurer/Collector

6:00 P.M.

**PUBLIC INPUT: ITEMS NOT ON THE AGENDA**

**NEW BUSINESS**

- A. Discussion and Approval of Modified Compensation and Classification Schedule for Non-Union Employees (5 minutes) JC
- B. Appointments (10 minutes) CH
- Community Preservation Committee: Tom Starr & Natalie Bowers
  - Finance Director & Treasurer/Collector: Patricia Moore
- C. Brief Overview of Emergency Management Preparedness for Severe Weather Events (10 minutes) JW
- D. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) CH

6:30 P.M.

**ANTICIPATED ADJOURNMENT**

**BOARD OF SELECTMEN MEETING**

*September 18, 2018*

**NEW BUSINESS**

**A.**

**Discussion and Approval of Modified Compensation  
and Classification Schedule for Non-Union Employees**

*(5 minutes)*

- Draft Motion
  
- Proposed Compensation and Classification Schedule for Town of Wenham  
Non-Union Employees, Effective September 18, 2018 (FY19)

## BOARD OF SELECTMEN MEETING

*September 18, 2018*

### **DRAFT MOTION**

#### Modified Compensation and Classification Schedule for Non-Union Employees

- Vote: I move to the adopt the updated Compensation and Classification System for Town of Wenham Non-Union Employees , including the addition of the Inspector of Buildings at grade 7 and reclassifying the Finance Director / Treasurer/Collector as grade 3 .

Seconded / Discussion/ Vote



# BOARD OF SELECTMEN MEETING

*September 18, 2018*

## NEW BUSINESS

### B.

#### Appointments –

*(10 minutes)*

- Community Preservation Committee: Thomas Starr & Natalie Bowers
  - Draft Motion
  - Letter of Interest from Thomas Starr
  - Letter of Interest & Resume from Natalie Bowers
  
- Finance Director / Treasurer/Collector: Patricia Moore
  - Draft Motion

# BOARD OF SELECTMEN MEETING

*September 18, 2018*

## DRAFT MOTION

### Community Preservation Committee Appointments

- Vote: I move to appoint Thomas Starr & Natalie Bowers to the Community Preservation Committee for (2) year terms, at-large, beginning on September 18, 2018 and ending on June 30, 2020.

Seconded / Discussion/ Vote

## Nicole Roebuck

---

**From:** Starr, Thomas <t.starr@northeastern.edu>  
**Sent:** Monday, May 14, 2018 11:37 AM  
**To:** Nicole Roebuck  
**Subject:** RE: committees

Nicci,

Regarding Peter's letter about CPC and OSRC, I am willing to continue serving on both.

Thanks,

Tom

Thomas Starr  
Professor  
Art + Design  
Northeastern University  
239 Ryder Hall  
Boston MA 02115  
617 372 0977

Nicci Roebuck  
Executive Assistant  
Town Administrator's Office

Town of Wenham  
138 Main Street, Wenham, MA 01984  
978-468-5520 x2

## Peter Lombardi

---

**From:** Natalie Bowers <mrs.natalie.bowers@gmail.com>  
**Sent:** Saturday, August 18, 2018 8:08 AM  
**To:** nroebuck@wenhmama.gov; Peter Lombardi  
**Subject:** Fwd: DRAFT: what do you think?  
**Attachments:** natalieresume.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Dear Mr. Lombardi,

Hello! How are you? I wonder if I might be a good fit to serve on the Wenham Community Preservation Committee (CPC), and understand there is an available seat at the present moment.

I have lived in Wenham for just over a year and am already heavily involved in the community. I recently graduated the town's Community Leadership Academy, which was a wonderful informative program.

I am attaching my resume for your interest and consideration. In brief, I served on a director level for a midwestern municipality for eight years and I currently operate my own marketing and communications consultancy. My background before these two posts lies within the global financial services industry where I spent 10 years in a research capacity for investor relations and alternative investment firms and consultancies (hedge funds, private equity, VC arena). I have a keen sense of highly regulated environments. My desire to serve on the CPC is mainly motivated by the prospect of learning the process of New England municipalities more intimately. I believe I can offer a level-headed and thoughtful presence to this committee.

Thanks in advance. If you have some time and if you do think me a good fit, I would love to take 20 minutes of your time to hear your perspective on this committee; just let me know your availability.

Very best regards,  
Natalie Bowers  
16 Porter Street, Wenham

# NATALIE BOWERS

16 Porter Street  
Wenham, MA  
01984

US 859 486-0058  
mrs.natalie.bowers@gmail.com

## PROFESSIONAL PROFILE

---

- Core competencies include: Relationship Leader, Marketing and Communications, with strong capacity for delivering insights and research.
- Operational troubleshooting and Consultancy for organizations in growth or transition; excellent copywriting, knowledge management and editorial capacities.
- Proven ability to execute large projects under specific timelines within high regulatory environments. Ability to act independently and work towards common objectives.

## EXPERIENCE

---

### **Acorn Communications, Founder, Consultant, Chicago/North Shore, MA 2017-Present**

Acorn is a communications consultancy that helps companies and sole proprietors build strategic marketing and communication frameworks.

- Independent Marketing and Communications contracting; identify and meet client needs.
- Specializes in strategic communication solutions and helping companies navigate their way to target markets.
- Storytelling, Advocacy, Crisis Communication and Copywriting services.

### **City of Covington, Marketing & Communications Director, Covington, KY 2008-2015**

The City has a population of 43,000. The role is to establish and direct all facets of the organization's internal and external marketing and communication platforms.

- Championed the City's Economic Development efforts through creation and implementation of the organization's first marketing and communications platform with a \$300k [fundraising initiative](#)
- Project managed and [activated new brand identity](#), engaging over 250 constituents, employees and stakeholders in the process; partner: Landor Associates
- Copywriter for print materials and creation of associated campaigns including annual report and business collateral
- Established the City's first social media platform and Editorial Calendar.
- Reported to Assistant City Manager and City Manager, liaised with elected officials
- Created sustainable municipal Arts initiative and program that supports the existing economic development strategies of the City.
- Relationship Management: Assisted creative business owners with consultancy and support for their current business models; Marketing and attraction of new businesses to the area; communications of offerings via web and PR channels
- Curating and managing all aspects of the Artisans Enterprise Center, a 5,000SF gallery and headquarter office for the City's Cultural Arts initiative.

### **Gandhara Capital, Head of Research Coordination, London**

**2006-2007**

Gandhara Capital is a £3.5bn global hedge fund with a focus in Europe. The firm carries a long/short strategy and will typically hold onto an investment for 1-2 years. My role was to support the entire European investment team with all research needs. Reporting to the COO and Managing Partner, specific responsibilities include:

- Streamlined entire research platform for standardised communication to brokers and third party providers; managed relationships with all third party contracts, (Thomson, CapitalIQ, Reuters, Bloomberg and Streetevents)
- Managed relationships with all brokers(Morgan Stanley, Merrill Lynch, Goldman Sachs, UBS, Deutsche Bank, Lehman Brothers, Citigroup, Enskilda, Pareto, others)
- Implemented a full-service research platform to ensure receipt of all information pertaining to portfolio and interest companies; reported regularly on company SEC reports and announcements.

**Winmark Europe, Knowledge Manager, London**

**2005-2006**

Winmark is a management consultancy that hosts networks for senior management in the legal and professional services sectors. It hosts four networks comprising 300 legal and managing partner clients representing large to mid-sized professional service firms and Fortune 250 companies.

- Created and managed the company's first Knowledge Management platform, including the publish calendar, presentations and internal library
- Personalised consulting research for CXO level members on strategic issues concerning mergers, acquisitions, management and risk analysis
- Won new technology clients for marketing research services through relationship management
- Created all intellectual property including: Best Practice Guides, Case Studies and Special Interest Groups on bespoke business interests
- Drove new branding and marketing strategy; Monthly Featured Writer for In-House Lawyer magazine June 2005 to June 2006

**Mergermarket, Group Product Development Manager, London**

**2004-2005**

The Mergermarket Group is a web-based provider of real-time intelligence on all global M&A activity. The company services most of the world's largest M&A advisory and investment firms and was recently bought by S&P. Reporting to the CEO; responsibilities included:

- Developed and introduced the group's global product development process
- Rapidly elevated to the Group Operational Board
- Created full service systems management process for sales and IT staff

**FFD, Inc., Consultant/Business Development, London, New York**

**2003-2004**

FFD Inc. is the third largest distributor to the American Music Retail Industry of popular culture products including posters, buttons, stickers, calendars and photographs. Company turnover = approximately \$1mn. Reporting to the CEO; responsibilities included:

- Successful entry into the North American College market and management of entire operation
- Created and executed business strategy to expand business into a new market niche, hired management, research and sales staff for entry into new market
- Created business plans for additional funding opportunities

**Taylor Rafferty, Research Manager, London**

**2002-2003**

Taylor Rafferty is an independent investor relations and financial communications advisor, catering to European publicly-traded companies that wish to expand their foreign shareholder base in North America.

- Created in-depth Shareholder Identification reports and Executive Summaries for European public companies (Clients Included: Bayer, BASF, Ahold, Fiat, Wolters Kluwer and Yukos)
- Attended client meetings to facilitate communications to current and potential investors.
- Responsible for researching the European institutional equity market and maintaining database profiles including analyst coverage, investor preference and style.

**Thomson Financial/Carson, Qualitative Equity Research, London**

**1998-2002**

Thomson Financial/Carson is an Investor Relations firm that produces stock surveillance research. In September 2000, Thomson Financial acquired The Carson Group.

- Executed the integration of Carson's operations into Thomson's structure, including hiring and training a new team
- Produced competitor and marketing analysis reports for Managing Director
- Established the first qualitative research team in London office; Wrote feature articles on global buy-side activities
- Met client product specifications as well as internal sales demands on a constant basis.

**The Carson Group, New York**

- Wrote and edited financial articles for clients focusing on specific sectors and investment styles; Monitored 13F/D/Gs to identify ownership trends.
- Conceived and published essential Employee Manual on the structure of the company.
- Conducted interviews with top investment executives daily; introduced interview format in newsletter.

**Ann M. Dougherty Attorneys, Legal Assistant, New Jersey**

**1997-1998**

**EDUCATION**

---

**Oxford Brookes University, London School of Finance and Management**

**2000-2003**

London, England

MBA, with a focus in Marketing

**New York University-School of Continuing & Professional Studies**

**1998-1999**

New York, New York

Finance Program

**University of North Carolina,  
Wilmington, NC**

**1992-1997**

Bachelor of Arts, English Major, Women Studies Minor

Activities: Journalist, Seahawk Newspaper

## **VOLUNTEERSHIP**

---

**ESL Class, Teacher, Hamilton Wenham Library, Wenham, MA**

**2017- Present**

- Teaching English as a Second Language to non-native speakers

## **BOARD OF SELECTMEN MEETING**

*September 18, 2018*

### **DRAFT MOTION**

Finance Director / Treasurer/Collector

- Vote: I move to approve an employment agreement with Patricia Moore to serve as the Town's Finance Director and Treasurer/Collector for a 3 year term commencing September 21, 2018, an initial probationary period through June 30, 2019, and at an annual salary of \$95,000 for FY19; and further to appoint Patricia Moore as Finance Director / Treasurer/Collector for a term beginning November 1, 2018 and ending June 30, 2019

Seconded / Discussion/ Vote

**BOARD OF SELECTMEN MEETING**

*September 18, 2018*

**NEW BUSINESS**

**C.**

**Brief Overview of  
Emergency Management Preparedness  
for Severe Weather Events**

*(10 minutes)*

- Memo regarding Emergency Management Preparedness from Peter Lombardi, Town Administrator, September 18, 2018



# 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:** Town Administrator, Peter Lombardi  
**RE:** Brief Overview of Emergency Management Preparedness for Severe Weather Events  
**DATE:** September 18, 2018

---

At your last meeting, with Hurricane Florence looming off the Carolina coast at the time, questions arose regarding Wenham's general preparedness to deal with severe storm events - hurricanes in particular. Our Police and Fire Departments have traditionally taken the lead on Emergency Management, as is the case in most municipalities. When extreme weather is forecast for our area, we convene our Public Safety Leadership Team (Police, Fire, DPW, and Water) several days in advance to review staffing plans and prepare our approach. During the storm, we are in constant communication as events unfold. Depending on the severity of the storm, we sometimes reconvene the Team to ensure our coordination is optimal and everyone is on the same page. Given the size of our organization and the community, this approach has served us well over the years.

Since the Fire Department acquired a portable generator a decade ago, we have relied on using the Buker School as an emergency shelter. At that time, the Buker School was specifically wired to accommodate this equipment for that purpose. The generator is capable of powering the gym, two bathrooms, and the multi-purpose room if we needed to use the Buker during a hurricane. Attained through a grant program, this mobile unit is also equipped with a compressor to supply air for portable firefighting tanks. Just last week, it was requested through mutual aid during the Lawrence, North Andover, and Andover natural gas explosions and fires. If necessary, the Northeast Homeland Security Regional Advisory Council (NERAC) has a cache site located at Beverly Airport from which the Town could rent a portable generator at low cost that could power the Buker School longer-term. However, access to this equipment is not guaranteed during severe weather events as municipal demand increases during those times.

Our most recent major (non-winter) weather event was the end of last October when many of our residents were without power for more than 24 hours. In this case, we sent out a Reverse 911 to all residents offering the Fire Station as a shelter option. The Fire Station has a hard-wired generator and can handle a small number of residents short-term but has limited access and facilities. Other potential shelter locations for Wenham residents are the

High School and the Bennett Center at Gordon College, both of which have hard wired generators.

As you know, last year, the HWRSD included a request for \$40k in funding to install a new hard wired generator that would power both the Buker and Center Schools as part of a larger debt exclusion for various important capital projects. Although this article was not approved, HWRSD administration continues to see this as a need. Next week, the Police, Fire, DPW, and Facilities Departments are meeting with our long-time generator service vendor to better understand our options for the portable unit, the existing units at the Police and Fire Departments (which also powers Town Hall), and the Buker School. Once we have more information, we can then recommend what site may be best suited to use as our primary emergency shelter in the future and what capital investment (if any) we will need to make in order to have optimal facilities.

As I mentioned when this topic came up last week, there is a lot to consider in terms of emergency management, outside of this particular issue. Although Bob Breaker is now retired as a reserve officer, his extensive personal experience in this area has been a great resource over the past year or so in beginning to move the Town forward on this front, but there is certainly much more we can and should be doing. In particular, while we have begun updating our Emergency Management Plan, completing this project will put us in a better position to respond to crises when they occur. To that end, I would recommend that we schedule a more comprehensive presentation on this topic at a Board meeting sometime in the next few months, including relevant staff from the Police and Fire Departments and Board of Health.

**BOARD OF SELECTMEN MEETING**

*September 18, 2018*

**NEW BUSINESS**

**D.**

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