

TOWN OF WENHAM  
Board of Selectmen  
Meeting of January 7, 2020  
Town Hall, 138 Main Street

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 January 7, 2020 at 6:30 pm in the Selectmen Chambers, first floor.

The Town of Wenham has a three-member Board of Selectmen elected for three-year terms with one seat up for election each year. Catherine Harrison (2020); John Clemenzi (2021); Jack Wilhelm (2022)

The Board of Selectmen serve as the chief executive body of the Town. The board's duties include in part appointing the Town Administrator and other board/committee members, developing goals and policies, preparing the town report, the annual budget, and presenting the warrant for Town Meeting.

The Board typically meets the first and third Tuesday of each month at 6:30 pm in Town Hall. The BOS meetings are posted on the town calendar. All meetings are open to the public and may be viewed on local cable channels HWCAM.org or YouTube HWCAM.

*Public information = Please be advised that this open meeting is being broadcast live and recorded by HWCAM for playback on Comcast channel 8 and Verizon channel 36. It will also be available for on-line, video on-demand viewing at hwcam.org. The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed. Items may be taken out of order and at times that differ from those listed below. Other items not listed may also be brought up for discussion to the extent permitted by law. All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name and address.*

**Call to Order** - With a quorum present, Mr. Wilhelm called the meeting to order at 6:30 pm  
Selectmen present: Jack Wilhelm, Chair; John Clemenzi, Vice Chair; Catherine Harrison, Clerk  
Also present: Anthony Ansaldi, Town Administrator; Catherine Tinsley, Recording Secretary  
Jackie Bresnahan, Permitting Coordinator/Special Project Manager

### **Announcements**

- Hamilton-Wenham Styrofoam Recycling -Winthrop School, January 11, 9am-12pm
- Holiday Tree Recycling through January 11
- Hamilton Wenham School Committee Requests Feedback on Superintendent Search: Focus Groups, Survey and Screening Committee

### **Reports**

- The Town Administrator report will be posted on line.
- Mr. Ansaldi recognized Wenham Police Office Amanda Cecchini as a first responder who assisted aid that saved a man's life. Officer Cecchini was present and congratulated by Police Captain Di Napoli who also spoke about the positive actions of Officer Cecchini and recognized her for a job well done.

### **Consent Agenda**

- Email from M. Netto, Associate Director/ Event Production re North Shore Tour de Cure- American Diabetes Association  
*Vote: The Board of Selectmen voted unanimously to approve all items in the consent agenda.*  
A. Request for Use of Wenham Streets by the American Diabetes Association for their North Shore Tour de Cure on Sunday, May 17, 2020

### **New Business**

- Presentation of Proclamation  
The BOS presented William Nichols a Proclamation for his 23 years of service representing Wenham on the Essex North Shore Agricultural & Technical School Committee. Mr. Nichols is not seeking reappointment to the Technical School Committee. Chairman Wilhelm read a proclamation to Mr. Nichols for is service to the town on the Technical School Committee, and Building Committee.

- Discussion on Wenham Day 2020

Approved 03.17.2020

Dianne Bucco, Town Clerk was present and spoke on Wenham Day, a traditional artisan fair held in the center of town during August. Wenham Day was not held this past year and Ms. Bucco did an informal survey which supported Wenham Day be brought back as a community day. Mr. Wilhelm suggested the BOS appoint a mixed ad hoc committee of 5 – 7 members to plan Wenham Day. The BOS each spoke in support of both Wenham day and appointing a committee to organize the event. Residents interested in serving on such a committee were invited to submit letters of interest to the BOS.

- Town Clerk Update

Dianne Bucco, Town Clerk was present to review the upcoming schedule of political events.

- April 4 is the Annual Town Meeting at Buker School
- April 9 is the Annual Town Elections at town hall
- Nominations papers are available at Town Clerk's office; 21 signatures are required
- February 20 Nomination papers need to be returned to the Town Clerk's office
- Nomination papers for the school committee require 40 signatures are available at the HWRSD office
- February 12 is the last day to register to vote in presidential primary
- February 24 – 28 is early voting at town hall
- March 3 is the presidential primary at town hall

- Citizens Leadership Academy Graduation

- Memo from J. Bresnahan to BOS regarding Citizens' Leadership Academy Graduation, December 19, 2019

Ms. Bresnahan was present to award a certificate to those residents that completed the (3<sup>rd</sup>) Leadership Academy Fall 2019. Mr. Wilhelm noted that he will give priority to town board/ committee appointments to graduates of the academy.

Discussion and Next Step Approval on Housing Authority Vacancy

- Public Notice – Housing Authority Vacancy to be Filled by Joint Appointment

Long serving Housing Authority member Arthur Burt recently passed away. Mr. Burt's seat/term on the Housing Authority needs to be filled. Residents interested should submit a letter of interest to the BOS by January 29.

“In accordance with MGL C.121B, §5 and C.41, §11, the remaining members of the WHA must notify the BOS, within 30 days, of said vacancy. Upon receipt of the notice, the BOS shall notify the remaining members of the WHA that they shall convene a joint meeting with the intent to fill said vacancy through the April 2020 Annual Town Election by joint appointment to be made on February 4, 2020 at 6:30 PM; and, further, to invite qualified registered voters of the Town of Wenham to apply for said appointment and to be interviewed at said joint meeting.”

*Note: The Board of Selectmen voted unanimously, pursuant to MGL C.41, §11, to receive the notice thereunder given by the remaining members of the Wenham Housing Authority of the vacancy on said board created by the passing of Arthur Burt on November 27, 2019; and further, to give notice to said remaining members that the Board of Selectmen shall convene a joint meeting with the intent to fill said vacancy through the April 2020 Annual Town Election by joint appointment to be made on Tuesday, February 4, 2020 at 6:30PM; and, further, to invite qualified registered voters of the Town of Wenham to apply for said appointment and to be interviewed at said joint meeting.*

- Reserve Fund Transfer Request – Patriot Assess Pro

Mr. Ansaldi reviewed that the Chief Assessor, Steve Ozahowski, was notified by the current assessing software program, Vision CAMA, they would no longer offering technical assistance and software updates effective January 14 to help protect Window 7 users. They are requiring the Town to upgrade at a cost of \$5,000 with annual maintenance for FY21 of \$6,500.

Patriot Assess Pro Software, used by many communities in MA, would charge the town \$9,000 for their program and an annual maintenance cost of \$2,500 (locked for three years).

*Note: The Board of Selectmen voted unanimously to recommend favorable action to the Finance Advisory Committee on the reserve fund transfer request of \$9,000.00 for the conversion to Patriot Assess Pro Software.*

- Discussion and Potential Approval of Inspectional Services Fee Increases

- Proposed Agreement with Patriot Properties, Marblehead Ma
- General Law Part 1, Title VII, Chapter 40, Section 22F
- Memo Dated December 5, 2019 to BOS from Angelo Salamone
- Fee schedule as approved 10.18.16 / effective 1.1.2017 / proposed 2.1.20

Ms. Bresnahan spoke on the proposed increase to the inspectional fees in the permitting department which were last adjusted 3 years ago. Fees were recently compared to similar communities' revenue and expenses and are to offset the cost of services. The recommendation is not based on the shared inspectional services with Hamilton but consistent with increased staff time in Wenham only. Some fees have been updated in part to straight fees (rather than as a percentage) and consolidated under one permit.

*Approved 03.17.2020*

*Vote: The Board of Selectmen voted unanimously to approve the Inspectional Service Fee increases, in accordance with MGL C40 §22F, effective February 1, 2020 as presented by Permitting Coordinator Jackie Bresnahan and recommended by Angelo Salamone, Building Inspector/ Zoning Enforcement Officer.*

- Discussion on Status of Treasurer/Collector Position

Mr. Ansaldi reported about 15 applications were received for the Treasurer / Collector position by the December 20 deadline.

Mr. Ansaldi will review the applications. He anticipated making a recommendation to the BOS at the January 21 meeting.

- Adjourn – *The BOS unanimously adjourned at 7:14 pm*

*Respectfully Submitted By*

*Catherine Tinsley*

*2.16.2020*