

TOWN OF WENHAM
Board of January 8, 2019
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 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 8, 2019 at 6 pm in the Selectmen Chambers 1st 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. Jack Wilhelm (2019), Catherine Harrison (2020), John Clemenzi (2021)

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 You Tube HWCAM.

Call to Order - With a quorum present, Ms. Harrison called the BOS meeting to order at 6:23 pm
Selectmen present: Catherine Harrison, Chair John Clemenzi, Vice Chair; Jack Wilhelm, Clerk
Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

Meeting packet

The meeting was recorded with permission by HWCAM

There was a brief discussion regarding the amendment of the agenda and when to reschedule the Wenham Museum.

Executive Session Police Benevolent Association of Wenham

Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (3) To discuss strategy with respect to collective bargaining or litigation if the chair declares that an open meeting may have a detrimental effect on the bargaining or litigation position of the Town regarding Benevolent Association of Wenham, and to return to open session. The motion carried unanimously by roll call vote.

The Selectmen returned to open session at 6:40 pm.

Public Input

Fire Department – Captain Baxter & Lt. Joyce & Lt. Binns were present to request the BOS accept firefighting equipment valued at \$5500 purchased by the Fire Company in December 2018.

Rechargeable cordless fan to vent buildings without power

Chimney kit to go with ladder to save damage if there is a chimney fire compared to pouring water down the chimney

It was the consensus of the BOS to accept the gifts with gratitude under all policies and regulations; the paper work will be ready for the next meeting for the BOS to vote/ sign.

Announcements

- Town Hall Extended Friday Hours in January -Town Hall will remain open until 4:30pm Friday January 11, and Friday January 18 to offset hours from closures on Christmas eve and New Years' Eve.
- Nancy Day Retirement Reception, Thursday, January 10, 2-4pm, Hamilton-Wenham Public Library to recognize her 38 years of service to the community working at the library.
- Holiday Tree Recycling Drop-Off at Pingree Park through January 12; recognition to Iron Rail Tree and Brick Ends Farms for their services to chip/and compost.

Reports

Town Administrator

Personnel - Our Library Director, Jan Dempsey, will be retiring in late March after 14 years of service leading the only regional library in the Commonwealth. The Library Board of Trustees plans to appoint a Screening Committee at their meeting later this week and expects to post the position by the end of next week. Applications will be due in mid-February and we hope to have the position filled on a permanent basis sometime in late April or early May.

With Nancy Day retiring later this month, we recently hired Lewis Parsons as the new Head of Technical Services. Lewis comes to Hamilton-Wenham after 5 years as the Technology Coordinator & Librarian at the Sawyer Free Library in Gloucester.

Grants - The Town was recently awarded \$4,954 in grant funding for Student and Senior Awareness of Fire Education (SAFE) from the Massachusetts Executive Office of Public Safety and Security's Department of Fire Services. This annual funding allows our Fire Department to continue their outreach and education efforts with these important groups.

Longfellow Road Repair Project - The special act for this project that was supported by Town Meeting last spring was approved by the legislature and signed by Governor Baker late last month. The residents of Longfellow Road and South Street have been notified, and we are working with Weston & Sampson on next steps and an overall project timeline.

Municipal Vulnerability Preparedness - Following up on the \$25k grant that the Town was awarded for Municipal Vulnerability Preparedness (MVP) to update its Hazard Mitigation Plan and develop an MVP Action Plan to increase our resilience to the hazards of extreme weather, we are convening a day-long workshop tomorrow that will bring together community stakeholders to identify and prioritize steps to reduce risk across our community. The goal of this project is for the Town to identify its strengths and vulnerabilities, determine which community features are at risk, and develop a list of priority actions to address these concerns. This is the first outreach session in a multi-step process that will culminate in a public forum to discuss preliminary findings and agree on important projects to address in the coming years.

Consent Agenda

A. Minutes: Open Session: November 13, 2018; November 27, 2018

Executive Session: November 13, 2018 (1); November 13, 2018 (2); November 27, 2018

*Vote; Mr. Wilhelm moved to approve all items in the Consent Agenda as presented, including the release of Executive Session meeting minutes from November 13 sets 1 & 2 and the Executive Session meeting minutes from **November 27 to be held until further notice.** The motion carried unanimously.*

New Business

Recognition of Betty Cheeseman's 100th Birthday

There was no one present for the Cheeseman family and this agenda item was held.

Review and Approval of Updated Wenham Connects Committee Charge

- Memo regarding Updated Charge for Wenham Connects Committee from P. Lombardi, January 2, 2019
- Memo regarding Proposed Charge for Wenham Connects Committee from P. Lombardi, December 13, 2018

Motion: Mr. Wilhelm moved to adopt the proposed Wenham Connects Committee Charge.

Under discussion: Mr. Lombardi recommended a 9-member committee. Letters of Interest were received from 5 people plus the Town Administrator, and COA and amend the charge going forward. Ms. Harrison recommended leaving the number of members at 7 and increasing if needed and it was the consensus to do so.

Vote: The motion carried unanimously.

Ideally the BOS wanted to appoint this Committee by January 22, 2019 and requested Letters of Interest by January 15.

Review of Feedback from Open Space and Recreation Committee (OSRC) on Proposed Changes to Charge & Discussion of Next Steps on Economic Development Committee (EDC)

- Email re OSRC Charge & Funding from M. Berry, Conservation and Open Space & Recreation Coordinator, November 21, 2018
- Proposed Changes to Open Space and Recreation Committee Charge
- Email re Open Space & Recreation Committee Charge and Request for Feedback from A. Syed, OSRC Chair, October 25, 2018
- Email re Open Space & Recreation Charge Amendment & Request for Feedback: M. Hoffman, Planning Coordinator, Oct. 11, 2018
- Memo regarding Proposed Amendments to Open Space and Recreation Committee Charge from P. Lombardi, October 3, 2018
- Email regarding Economic Development Committee from Margaret Hoffman, May 23, 2018

Motion: Mr. Wilhelm moved the BOS adopt the proposed revisions to the Open Space and Recreation Committee Charge.

Under discussion Mr. Lombardi explained initially the OSRC and EDC were appointed at the same time to work closely together. The OSRC worked on an Open Space & Recreation Plan the past few years. There has been some confusion to the charge for the EDC and how it overlapped and worked with the OSRC. The OSRC was asked to review the charge for the EDC and identify if any what elements should be included in the OSRC charge. The Committee voted to reduce the number of members to 7 and made a few minor word changes to the OSRC charge to incorporate one element of the EDC. Currently there are 4 members of the OSRC.

Vote: The motion carried unanimously.

Discussion continued about what roll the EDC would have, if any, based on the charge of the Open Space Committee; the EDC has not met for more than a year and the remainder of their charge are project based and the BOS are addressing the larger policy questions.

Mr. Lombardi question if there is the need for the EDC at this time and it was agreed that the EDC did not have a viable charge at this time. Those that served on the EDC were recognized for their work and would be invited to serve on the OSRC.

Vote to Open Annual Town Meeting Warrant & Review of Anticipated Timeline and Preliminary Warrant Articles

- Budget Schedule: January 8 - BOS Review of Finalized Administration Fy20 budget. BOS opens Annual Town Meeting Warrant
- Potential 2019 ATM Warrant Articles, January 8, 2019
- FY2020 Budget Preparation & Town Meeting Schedule, January 4, 2019
- Article 11: Annual Appropriation of Commonwealth Transportation Infrastructure Fund Balance (\$541.90)
- Email regarding Update -Transportation Network Company per Ride Assessment Funds from I-Catherin Lubitz, Director, Department of Public Utilities, Transportation Network Company Division, July 13, 2018
- Municipal Report on Spending and/ or Proposed Spending of Funds Received from the Commonwealth Transportation Infrastructure Enhancement Trust Fund
- Article 13: Increase in Veterans Tax Work-Off Abatement Amount from \$1,000 to \$1,500/year
- Town of Wenham Veterans Property Tax Work-Off Program, April 18, 2017
- Press Release: Governor Baker Signs BRA VE Act to Strengthen Services & Supports for Commonwealth's Veterans, 8.28.18
- Town of Wenham Senior Citizen Property Tax Work-Off Program
- Article 14: Local Acceptance of MGL Ch. 40 Sec. 13D re. Establishment of Compensated Absences Reserve Fund & FY20 Appropriation (\$25k) to new Reserve Fund
- M.G.L. Chapter 40, Section 13D: Reserve Fund for Future Payment of Accrued Liabilities for Compensated Absences Due Employee or Officer of Town Upon Termination of Employment
- Article 15: Increase in Iron Rail Building Rental Revolving Funds Spending Limit (from \$25k to \$30k/year)
- Email regarding Wenham BAN Borrowing from Leslie Davidson, Former Finance Director & Treasurer/Collector, May 14, 2018
- Competitive Note Sale Worksheet, Hilltop Securities, May 14, 2018
- Article 17: Acceptance of Settlers Lane as Public Way
- Letter regarding Acceptance of Settlers Lane as Public Way from Margaret Hoffman, Planning Coordinator, October 23, 2018
- Email regarding Street Acceptance Procedure from Amy E. Kwesell, Esq., February 20, 2018
- Article 18: General Bylaw Amendment – Historic District Commission (Chapter XXV)
- Email regarding Historic District Commission/Historical Commission Bylaw from Jackie Bresnahan, October 5, 2018
- Proposed General Bylaw Amendment: Historic District Commission/Historical Commission
- Article 19: General Bylaw Amendment – Non-Criminal Disposition (Chapter XIX)
- Proposed General Provisions: Adoption of Bylaws Amendment
- Article 20: General Bylaw Amendment – Prohibiting Discharge of Water from Private Property onto Public Ways (Chapter V)
- Email regarding Water Discharge into Roads from Lauren Goldberg, December 31, 2018
- Article 25: Creation of 1 Associate Planning Board Position
- Email regarding ConCom 7 Member Commission from Lauren Goldberg, June 28, 2017

Vote: Ms. Harrison moved, and it was seconded, to open the April 6, 2019 Annual Town Meeting Warrant. The motion carried unanimously.

Mr. Lombard noted there are 26 articles currently proposed for the Town Meeting Warrant. Mr. Lombardi gave a high-level summary of the articles.

The first 7 Articles are budget related. Additional information will be available for the next meeting

- The budget assumes the use of \$700,000 of once time funding from Free Cash to balance the Fy20 budget
- Potential operating override for Hamilton Wenham Regional School District (HWRSD)
- Potential operating override for the Town
- Place holder for HWRSD Budget (Article 6) with potential \$3.1 million capital needs override.
- Article 7 (possible) Use of free Cash pending the balance and funded capital

Articles 8-10 are the Consent Agenda

- Annual acceptances and transfer for Trust Funds, Cemetery Maintenance, Chapter 90 Roadwork
- Article 11 (possible consent agenda item) funding collected by the state and dispersed to towns for Uber and Lyft rides originating from Wenham; approximately 5,000 rides annually/14 a day. The estimated amount is \$500 which must be used on street, sidewalk work etc.

Article 12 - Water Department transfer from operating budget to Water Capital Reserve; this account was set up last year with \$35,000. This goes toward major capital i.e. water lines that are one million dollars a mile to replace.

Article 13 - Brave Act: This is a tax work off program for veterans. Massachusetts allows a maximum of \$1500. Wenham increased the max to the state level from \$1000 to 1\$500. This runs in parallel with the senior work off program.

Article 14 - Local acceptance statute to set up a reserve fund to appropriate funds for employee retirement costs as opposed to having a large spike in one year in the budget.

Article 15 - Increase spending limit of the Iron Rail Revolving Funds for capital debt payments and capital improvements (\$5,000)

Article 16 - Community Preservation Appropriations

Article 17 - Acceptance of Settlers Lane

Article 18 - Historic District Bylaw amendments

Approved 02.26.19

Article 19 -Non-Criminal Disposition to put in place language precluding the need to make changes to each individual time Non-Criminal Disposition may apply and clarify what it applies to.

Article 20 - bylaw amendment to not allow water run off dispersed into public ways. (or catch basins) the BOS noted concern where residents may direct this type of water.

Article 21 to 24 - Zoning Bylaw Amendments; the Planning Board still needs to make a recommendation and hold a public hearing. Ms. Bresnahan spoke to the sign bylaw.

Old Business

Review of Preliminary FY20 Budget and Discussion of Policy Options

- Memo regarding Review of Preliminary Fy20 Administration Budget P. Lombardi 1/2/19
- FY20 preliminary Budget January 3, 2019
- FY20 Budget Requests Above Level Services, Aggregated BOS Feedback January 2019
- FY20 Budget Requests Above Level Services by Department: Facilities; Police; Emergency Management; DPW; Assessor Town Clerk; COA; IT; Water: age & Dementia; Friendly Initiative
- HWRSD fy20 Superintendent's Budget Recommendations School Committee Presentation January 2, 2019
- HWRD Recommended FY20 Budget December 19, 2018

Patty Moore Finance Director/ Treasurer-Collector was present.

Mr. Lombardi gave a brief update on the budget beginning with the Hamilton Wenham Regional School District Superintendent's budget recommendation that ultimately included a 6.2% net operating increase for FY20. After the enrollment shift Wenham's HWRSD assessment increase is 6.9%.

The Town's budget was updated with the new figures and is now \$934,000 over the levy limit; \$242,000 of which is just level services budget for the Town, \$52,000 for prior year capital commitments (leases to own), and \$50,000 increase to DPW expense line to comply to Federal Stormwater MS4 permit requirements (this is an unfunded mandate.)

The DPW Director included a memo showing a cost savings of bagged leaf pick up by Casella (\$12,000) vs loose leaf pickup done by DPW (\$40,000 plus); The budget would decrease significantly including the savings of work contracted out while DPW is doing leaf pickup (full crew for two months) i.e. stormwater requirements, and street repairs.

Without leaf pick up the additional staff would not be needed, resulting in no additional salary/benefit costs.

This \$934,000 also includes \$188,000 discretionary increase to personnel and expense lines and \$187,000 in new capital needs, \$40,000 of which is for first year payment on multi year lease to own DPW equipment (free cash funded the capital plan in years past now reflected in the operating budget.

Regarding the HWRSD budget ,there is a \$201,000 net difference between the 3% net operating increase and what the Superintendent represented as a level services budget with an additional separate expense of \$250,000 for OPEB and a new School Resource Officer (\$73,000); Wenham's share of this is \$116,000.

Mr. Lombardi drafted a series of questions for the Board to consider and give policy to for going forward.

The Board has full discretion of the Town's assessment that is included in Article 1 (Levy limit budget) as long as the School has the opportunity to present the full budget to Town Meeting and vote on the recommended budget.

The BOS discussed various approaches to the budget including the same as last year with a separate Article for the HWRSD budget outside of what the Town can fund in Article 1.

The BOS generally supported the town have a level services and reflected on the Department Head's presentations.

The BOS also talked about a possible override for the Town to fund those requests outside of the levy limit and observed the major increase in taxes this year, in part from the override for the school last year and the re-evaluation of real property; it was noted that the average increase in valuation was \$70,000 with the median annual tax bill now over \$11,000.

The Finance Committee begins their budget review on January 16.

The BOS and FinCom will meet jointly during this process to discuss the budget.

The Chair supported the Fin Com / BOS look at what has increased in the school budget as some of these increases are large. If there are overrides, the BOS supported separate articles for the School / Town

Adjournment – The BOS unanimously adjourned 8:43 pm.

Respectfully Submitted By
Catherine Tinsley
2.16.19