

TOWN OF WENHAM  
Board of Selectmen  
Meeting of January 21, 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 21, 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 6:35 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 and Special Projects Manager

**Public input** – There was none

**Announcements** – additional information is available on the town's web site wenhamma.gov

- Letters of Interest Accepted for Wenham Day Committee and Wenham Housing Authority
- Letters of interest are being accepted from residents interested in serving on the newly formed Wenham Day Committee to help in planning the annual community event.
- Burn Permits Available Through the Wenham Fire Department - Burn season is through May 1
- Wenham Annual Town Election – Open Offices- Nominations are available through the Town Clerks office
- Wenham's Cutest Dog Contest – Residents are invited to include a photo of their dog when returning their 2020 Dog License Registration. Photos must be current and no larger than 4×6. Entries must be received by January 31st at 1pm.

### Consent Agenda

- One Day Liquor License Request – Deby Baker, First Church in Wenham, 90th Birthday Party, Saturday, February 8, 2020, 2:00pm – 5:00pm
- Minutes – Open Session: September 17, 2019, October 1, 2019, October 15, 2019, November 5, 2019, November 19, 2019, December 3, 2019 and Executive Session: July 23, 2019, November 5, 2019.

*Vote: The BOS unanimously voted to approve all items in the consent agenda.*

### New Business

- Wenham Connects- Marianne Cannon / Win Dodge
  - Memo re Wenham Connect Committee to BOS dated January 13, 2020
    1. Extension of Board Term beyond 2020
    2. Wenham All-Service Day May 9, 2020 – community wide clean-up day.

Without representation from Wenham Connects, this agenda item was put on hold.

- Appoint Treasurer-Collector
  - Email from S. LeBlanc to A. Ansaldi dated December 11, 2019
  - S. LeBlanc Resume/ Letter of Interest

➤ Job Posting – Treasurer/Collector

Mr. Ansaldi reported that eleven applications were received for the Treasurer /Collector position. One current employee, Sherrie LeBlanc applied for the position and has the willingness to learn the position. Ms. LeBlanc will receive additional training through the town. The Town Administrator recommended Sherrie LeBlanc be appointed as the Treasurer/Collector Ms. Leblanc was present and spoke to her interest in the position.

*Vote: The BOS voted unanimously to appoint Sherrie L. LeBlanc as the Treasurer / Collector effective January 22, 2020 at Grade 6, with an annual Salary of \$73,000 within the compensation and classification system for the Town of Wenham Non- Union Employees.*

- Wenham Pines Update & Regulatory Agreement
  - Memo and email from M. Hoffman, January 15, 2020
  - Emails with Town Counsel dated December 17, 2019, January 2, 2019 & January 3, 2019
  - Letter/Email from Glovsky, Att. M. Gooding dated December 19, 2019
  - Hancock Associates, December 9, 2019
  - DCI Project Peer Review Report and cost estimate January 6, 2020
  - Performance Secured by Surety Bond Contract

Tony Tambone was present.

Margaret Hoffman, Planning Coordinator, spoke in regards to the proposed revision to the Wenham Pine plan to build smaller units than they are currently marketing to meet the demand of the buyers. The Planning Board approved the request at their meeting on January 9, 2020 for a one-story floor plan, pending approval of the BOS. The Host Community Agreement would be affected by this change. The open space, setbacks, number of permits all remain the same.

*Vote: The BOS unanimously approved to accept the vote of the Planning Board approving Wenham Pines Revisions with no further action necessary with the host community agreement*

Regarding the affordable units, these are anticipated to be built in 2020/2021 and must be completed prior to the 10<sup>th</sup> units

*Vote: The BOS unanimously approved the local initiative program Regulatory Agreement and Declaration of Restrictive Covenants for ownership project.*

- Maple Woods CPC Agreement Amendment Modification
  - Email A. DeFranza January 13, 2020
  - Memo from J. Bresnahan January 16, 2020
  - Amended & Restated Community Preservation Act Grant Agreement

Mr. Ansaldi explained Andrew DeFranza requested a six-month extension to the term of the time period for the developer to receive their modified Comprehensive permit from the Zoning Board. This would extend the receipt of the Comprehensive permit, with no appeal, to June 30, 2020. Town Counsel has advised that the Town enter into an Amended and Restated Community Preservation Act Grant Agreement.

Ms. Harrison clarified this is not an extension of the agreement but an extension of a contingency in the agreement; the request to extend came after the deadline and was not in compliance after December 31, 2019. This was carefully reviewed by Counsel She noted the BOS has the authority to amend this condition but does not have authority to amend all the conditions and cautioned these dates be carefully monitored.

Mr. Wilhelm read the emails.

*Vote: The BOS unanimously voted to approve the Amended and restated Community Preservation Act Grant Agreement for the Maple woods Senior Affordable Housing Project through June 30, 2020.*

This must also be signed by the Harborlight Board.

- Intermunicipal Agreement Renewal – Shared Inspectional Services with Hamilton
  - Email dated January 13, 2020
  - Intermunicipal Agreement Between the Towns of Wenham/Hamilton for Shared Inspectional services, dated October 2018

The initial Intermunicipal Agreement for shared services allows for 10 one-year agreement renewals if each BOS votes to renew by January 15 of each year. This is the first year extending the contract.

The Hamilton Selectmen are expected to vote on this at their next meeting January 27, 2020.

*Vote: The BOS unanimously voted to extend the Intermunicipal Agreement with the Town of Hamilton for shared Inspectional Service from July 1, 2020 through June 30 2021.*

- Discussion and potential approval of Wenham Day Committee Charge
  - Memo from A. Ansaldi to BOS January 10, 2020

Wenham Day was not held in 2019. There seems to be public support for the return of Wenham Day. The BOS Chair proposed that the Town take the lead on Wenham Day for 2020. Letters of interest to serve on such a committee are being accepted through January 29.

The Wenham Day Committee shall be comprised of up to seven members, serving staggered, two-year terms from December 1st through November 30th, and subject to reappointment by the Board of Selectmen.

The Committee will focus on the following functions:

- Conduct outreach to the community to ask for feedback on previous activities offered at Wenham Day.
- Partner with local businesses, community organizations, non-profits, and Town departments to develop a yearly event that appeal to all ages and encourage the greatest participation of all Wenham residents and friends.
- Plan and coordinate a day for the recreational, educational, and cultural benefit of the community that will serve to unite residents and celebrate life in Wenham.
- Work with the Board of Selectmen to develop a strategy to fundraise for the event.
- Create marketing materials to disseminate information about the event.
- Encourage and support other community organizations to participate by highlighting their group's mission and offering opportunities for involvement in Wenham.

*Vote: The BOS voted unanimously to adopt the proposed Wenham Day Committee Charge.*

- Annual Town Meeting April 4, 2020 - Vote to open the Warrant

*Vote: The BOS voted unanimously pursuant to MGL C.39,§10 to open the warrants for the Saturday, April 4, 2020 Annual and Special Town Meetings forthwith, and to close said warrants on Tuesday, February 25, 2020; said town meetings to be held in the Perkins Auditorium, Bessie Buker Elementary School, 1 School Street, Wenham.*

- Discussion & Potential Approval for Back-up Town Meeting Dates

The selectmen further discussed potential back-up Town Meeting dates, if necessary due to inclement weather, or town meeting is continued proposed dates were discussed according to the availability of Bessie Buker Auditorium

*Vote: Board of Selectmen voted unanimously to approve April 6, 2020 and April 7, 2020 for potential backup dates for the Annual/Special Town Meeting.*

- Review & potential vote to place several draft articles on the warrant

Ms. Bresnahan was present and reviewed the traditional articles to be placed on the Town Meeting Warrant.

*Vote: The Board of Selectmen unanimously voted to insert the following articles onto the warrant for the April 4, 2020 [Annual/Special] Town Meeting, subject to approval as to form by Town Counsel including:*

- Cemetery and Other Trust Funds
- Cemetery Maintenance Fund Transfer
- Road Work – Chapter 90 Funding
- Transfer from Water Operating budget to Water Capital Reserve Fund
- Election of Town Officers and Ballot Questions

- Discussion & Decision on policy options regarding FY21 budget to provide policy direction to the Finance & Advisory Committee – Capital Budget

Proposed Capital Improvement program for FY21

This includes \$400,351 funded in Article 1 (Less \$61,380 for Hamilton's portion of shared programs); \$25,000 from Iron Rail Revolving Fund, \$150,000 for Department of Public Works (DPW) Chapter 90 projects, \$85,000 for Water Department projects, \$303,286 for miscellaneous department projects funded from Free Cash.

The Selectmen voted to recommend to the Finance Committee the following capital be funded in the FY21 budget:

- Department of Public Works

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the DPW front end loader second year lease of \$35,000.*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) year 1 (of 3) lease replace the DPW 1986 back hoe at a cost of \$40,000*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the DPW annual highway road capital \$85,000.  
(The first \$40,000 is winter damage and maintenance.)*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the DWP annual street road capital Chapter 90 funds of \$150,000.*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) \$21,000 for the one-time roof replacement for the Council on Aging building.*

- Land Use Master Plan - one time cost \$100,000

A discussion followed on the pros and cons of funding a Master Plan this year citing the budget deficit.

*Vote: The BOS voted unanimously to defer action until further discussion with the Finance Committee.*

- Town Administrator / Finance Department Compensation and Classification Study- Under discussion this was thought to be unnecessary at this time by two selectmen, again citing the budget deficit. It was discussed if a study should be done for the library the cost would be shared with Hamilton. Ms. Harrison supported the study be done. Mr. Ansaldi will speak with the Hamilton Town Manager

*Vote: The BOS voted by majority 2-1-0 to defer discussion (vote) to another meeting prior to finalizing the budget until further discussions with the Town of Hamilton and the Library Director.*

- Fire Department

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the Pumper Fire Truck at a cost of \$576,269 for the last year of the lease.*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the Fire Protection Gear at a cost of \$30,800.*

*Vote: The BOS voted unanimously to recommend the SCBA (breathing equipment) (for inclusion in the budget) at a cost of \$15,000.*

Fire Department Ambulance – \$30,000 year 1 of a 4-year lease for a second ambulance. Under discussion, Mr. Wilhelm noted a new second ambulance for additional calls would not be realized and did not justify the additional cost of \$30,986

*Vote: The BOS voted unanimously to not recommend (for inclusion in the budget) the funding of \$30,986 for an (second) ambulance.*

Fire Department Engine year 1 of 10-year lease in the amount of \$ 57,000. Mr. Wilhelm recommended the Fire Chief make a presentation to the BOS/FinCom and if approved, this expense should be considered as a debt exclusion at a cost of \$475,000.

*Vote: The BOS voted unanimously to defer this to further discussions and presentation.*

- IT

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the Financial (Softright) Software recurring debt be paid at \$16,949.*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) reoccurring funding for Town Hall desk top computers to bring up to latest version of windows at a cost of \$10,000.*

*Vote: The BOS voted 2-1-0 to recommend the town's web site software upgrade at a one-time cost of \$13,500 with Mr. Clemenzì voting in the negative.*

- Iron Rail

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the reoccurring debt for the replacement of roofing gutter fascia at the Iron Rail for \$17,800 and the road/parking lot pavement for \$8,000.*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the design and replace septic system at the Iron Rail at a one-time cost of \$10,000.*

*(Installation to be done in house FY22)*

- Library

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the library server for \$18,000 (shared with Hamilton at 2/3).*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the partial library roof replacement at a cost of \$75,000 (shared with Hamilton 2/3)*

- Police

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the annual lease payment year 2 of 3-year lease for the police administration vehicle in the amount of \$12,133.*

*Approved 05.05.20*

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the purchase of a front-line cruiser in the amount of \$42,000. Police Chief Perkins was present and spoke to the success of this rotating vehicle program at 100,000 miles, citing the many years other cruiser replacement programs were tried.*

Replacement of 10 Rifles (industry standard equipment) at a cost of \$14,000.

Chief Perkins explained that these rifles are now 10 years old and have increased use with the additional training requirements. BOS asked for the chief to look into purchasing half this year and half next year.

*Vote: The BOS voted unanimously to defer the decision regarding the rifles.*

- Water Department (source of funding from water department fund)

*Vote: The BOS voted unanimously to recommend (for inclusion in the budget) funding of \$85,000 for the SCADA (software) system upgrade (\$50,000) and the annual Water Capital Reserve (\$35,000).*

### **BOS Meeting Schedule through March 31, 2020**

*Vote: The BOS voted unanimously to approve their proposed meeting schedule through April 4, 2020.*

- February 4, 2020 (Joint Meeting w/Wenham Housing Authority)
- February 11, 2020 (Potential 5pm start)
- February 18, 2020 (Joint meeting w/Fin Com)
- February 25, 2020 (Potential 5pm start)
- March 2, 2020 (Buker School)
- March 17, 2020
- March 24, 2020
- March 30 – Warrant Hearing
- March 31, 2020
- Town Meeting April 4

**Adjourn-** The BOS voted unanimously adjourn at 8:49 pm.

*Respectfully Submitted By*

*Catherine Tinsley*

*4.22.2020*