

TOWN OF WENHAM  
Board of Selectmen  
Meeting of October 2, 2018  
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 October 2, 2018, 2018 at 6 pm in the Selectmen Chambers.

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, Clerk (2019) Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (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](http://HWCAM.org) or [You Tube HWCAM](http://YouTube HWCAM).

### Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 6:03 pm

Selectmen present: Catherine Harrison, Chair; John Clemenzi

Not present: Jack Wilhelm

Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary  
Jackie Bresnahan, Permitting & Special Projects Manager

### Public Information

- Meeting packet
- The meeting was recorded with permission by HWCAM

**Public Comment** – There was none

### Announcements

On Saturday, December the Town of Wenham will lay wreaths on veteran's graves simultaneously with the services at Arlington National Cemetery and communities across the Nation.

In order to coordinate with local efforts Wreaths Across America committee of volunteers is being formed by the Essex Department of Veteran's Services. The first meeting is on Wednesday October 3 at Ipswich Town Hall in the Veteran's Service Office. Those interested in serving on this Committee should contact Karen Tyler Director of Veteran Services.

### New Business

#### Discussion of Academy at Penguin Hall Sublease Agreement for Use of Iron Rail (Soccer) Fields

- Memo regarding proposed terms of use for Iron Rail Fields by the Academy at Penguin Hall October 2, 2018
- Proposed Agreement between Hamilton-Wenham Youth Soccer Association and the Academy at Penguin Hall for use of Iron Rail fields September 1 2018– August 30, 2019
- Agreement between Hamilton Wenham Youth Soccer Association and the Academy at Penguin Hall for use of Iron Rail fields September 1 2017– August 30, 2018
- Agreement between Hamilton Wenham Youth Soccer Association and the Academy at Penguin Hall for use of Iron Rail fields September 1 2016–August 30, 2017
- Email Re Iron Rail Fields Subletting from M. Reich, Esq KP Law October 13, 2016
- Lease Agreement between the Town of Wenham and Hamilton Wenham Youth Soccer Associations, July 1, 2014

Don Lake, President of the Hamilton Wenham Youth Soccer Association (HWYSA) was present for this agenda item. Mr. Lombardi summarized the Town of Wenham has a 10-year lease agreement through 2024 with HWYSA and gave an overview of the terms in the agreement.

The discussion that followed was centered around the subletting of the fields, specifically to the Academy at Penguin Hall. The HWYSA has sublet the Iron Rail soccer field for the past 2 years at an annual cost of \$6,000. Last year the Iron Rail Commission confirmed the \$6,000 fee for subletting the fields was fair and competitive by comparing to other local

communities. Mr. Lombardi reported that it recently came to the attention of the Town that the Academy at Penguin Hall has not paid for the 2 years of field use. Molly Martins, President of the Academy, assured Mr. Lombardi those fees would be paid by the end of October 2018.

Mr. Lake noted there was less use of the fields by the Academy than expected and suggested a reduced fee based on the minimal wear/tear on the fields. The Board responded that proposed negotiations must be made well in advance of the next contract for consideration and not during the time the fields are being used.

Mr. Lake went on to allege the language of the lease is “a mess and needs to be fully discussed and sorted out.”

Mr. Lake asked to come back to further discuss the lease suggesting the intent of the lease is not what is written and that some areas of the lease would be best amended.

The BOS commented that they were unaware of the Academy playing on the fields for weeks, and not having paid usage fees for two years, and reiterated the Town should have been informed. The Board agreed the lease should be reviewed by Town Counsel with the intention of being rewritten. The Board unanimously concurred to not support reducing the lease fee at this time.

**Other matters**, as may not have been reasonably anticipated by the Chair

#### Annual Town Meeting (ATM) Debrief

- ATM Debrief Spread Sheet
  1. Consider adding Special Town Meeting as needed to keep ATM article number at 20 or below
  2. Begin discussion of potential warrant articles with BOS and Planning Board in December
  3. Make sure Annual Reports are delivered by the weekend before ATM so residents have all materials prior to Warrant Hearing and is reminded of ATM date
  4. Deliver ATM script by Friday before Warrant Hearing so everyone is comfortable with material well in advance
  5. Post BOS/FinCom ATM prep meeting for 11:30AM to allow ample time
  6. Include Moderator in BOS/FinCom ATM prep meeting
  7. Open up voter registration before 12:30
  8. Check-in by last name vs. by address
  9. Add more poll workers to expedite registration
  10. Start promptly as soon as quorum is attained
  11. Shorten resident obituaries
  12. Shorten outside presentations in intro
  13. Shorten Moderator's conduct of meeting comments in intro
  14. Truncate FinCom operating budget presentation
  15. Limit HWRSD presentation to budget items only
  16. Provide PP handouts so residents can follow along
  17. Rent/purchase cheap seat cushions
  18. Encourage Moderator to attend BOS, FinCom, and Planning Board meetings in February and early March where budget and warrant articles are being discussed, finalized, and voted on
  19. Shift intro/presentation of articles to FinCom/BOS/Planning Board so Moderator can focus on running meeting
  20. Clarify which person is first up and on deck to answer resident questions
  21. Extend town babysitting hours beyond 4PM
  22. Strategic approach to warrant article order
  23. Get Out The Vote mailer to residents prior to Town Meeting
  24. Set up date of 2nd Town Meeting session in advance and make motion to continue meeting if quorum is lost

Those present around the table for this agenda item:

Town Moderator Trudy Reid; Town Clerk Diane Bucco; Finance Committee Chair Alex Begin;

Town Counsel Attorney Laurent Goldberg. KP Law

Mr. Lombardi lead the discussion on possible improvements suggestions to make for ATM that was created by staff a few days after town meeting 2018. Due to the extended length of the 2018 ATM, it was necessary to continue the Town meeting to a second night, which barely met quorum. After the ATM, it was agreed a debriefing to discuss possible changes to better streamline the ATM.

Mr. Clemenzi opined the Special Town Meeting should be “special” and that the Town be disciplined to do financial business in ATM, and other items such as zoning bylaw changes during a Special Town Meeting.

Ms. Harrison observed the culture of the Town to come together in May and consider the budget and make financial decisions at one time with one meeting and to decide on a year to year basis if a Special Town Meeting is warranted. Ms. Harrison agreed the Meeting could be more efficient and that residents understand this is a 3 to 4-hour meeting and business beyond that would require the ATM be continued. Ms. Harrison also agreed to begin discussion of warrant articles earlier.

Those present thought the town provided ample forums and public hearings for resident to gain understanding or efficiencies in ATM and to focus on additional question and answer sessions.

Ms. Bresnahan noted that not enough people bring the annual town report or budget books to the ATM and questioned how to better manage this resource to be more useful and cost effective. One suggestion that was considered to have merit was to allow residents to opt in/ out of receiving the Annual Town Report / Budget.

Some changes that were supported:

- Post meetings held before a town meeting earlier
- Open registration earlier, check in by last name, add another check-in table.
- List obituaries rather than read them aloud
- Set time limits for presentations and require presentations be only budget related.
- Provide hard copies of the PowerPoint presentation
- Seat cushions – “rent out” for small donation to raise funds i.e. tree fund
- Babysitting extended times
- Lottery for warrant articles to avoid people staying just for specific interests; Town Counsel to opine
- Consent Calendar – expanded (possible pending articles)
- Post in advance the date if Town Meeting needs to be continued

Mr. Lombardi will provide a written update from this discussion.

**Adjournment** - The BOS unanimously adjourned at 8:38 pm

Respectfully Submitted By  
Catherine Tinsley  
10.30.18