

TOWN OF WENHAM
Board of Selectmen
Meeting of October 15 2019
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 15, 2019 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 You Tube HWCAM.

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

Public Input – Items not on the agenda
There was none.

Announcements

- Follow the Town of Wenham on Facebook @townofwenhamma, Twitter @townofwenham and on Instagram @townofwenhamma
- Board of Health Annual Flu Clinic – October 16, 24 & November 5
- Hydrant Flushing to Begin on October 21 through November 3 8:00am to 2:00pm
- Pumpkinfest at Hamilton Public Safety Building, 265 Bay Rd., Saturday October 26, 1:00pm
- Trick or Treating at Town Hall, Wenham Police Dept. & Wenham Fire Dept, Thursday October 31
- 2019 Purple Heart Trail 10K and Fun Run at the Patton Homestead, Sunday November 10
- Veterans Day Remembrance Ceremony at Veterans Memorial, Monday November 11, 11:00am
- Veterans Committee Requests Wreaths Across America Sponsors for December 14 Event

Reports

- Town Administrator – Mr. Ansaldi
 - FY21 Budget - On October 8th, I presented the FY21 Financial Forecast to a joint meeting of the Board of Selectmen and the Finance Committee. As an overview, the Town has a structural deficit of approximately one million dollars (\$1,000,000). Considering the size of the deficit, we need to perform a comprehensive review of potential revenue enhancements and reduction of expenses to close the budget gap. Other recommendations included less reliance on free cash to balance the operating budget, follow the Department of Revenue (DOR) and the General Finance Officers Association (GFOA) best practices, as well as, updating/creating financial policies for: Use of Free Cash Spending, Capital Improvement and Reserve Accounts. Budget requests from departments are due on November 1st with an update to both the Selectmen and Finance Committee around mid- November.
 - Social Media - In order to increase citizen engagement and become more transparent, the Town of Wenham is now on social media! To reach greater, diversity in our demographics within the community, we have created: Facebook (<https://www.facebook.com/townofwenhamma>), Twitter (<https://twitter.com/TownofWenham>) Instagram (<https://www.instagram.com/townofwenhamma>) To keep updated on what is going on around Town, please follow us on these social media platforms as well as our Town website <http://www.wenhamma.gov>.
 - Finance Department - At the Board of Selectmen meeting on October 1st, the Board voted to accept the recommendation of the Town Administrator and the Finance Director to update the position of Finance Assistant and Payroll Coordinator to Assistant Treasurer Collector/Payroll & Benefits Coordinator. The position was posted on Town's and the Massachusetts Municipal Association's website with cover letters and resumes due by October 16th. As of today, we have received eighteen applicants for this position. A thorough review of all applications and interviews will occur throughout October.

Approved 01.21.20

On October 1st, we received news that our Finance Director Patty Moore will be leaving us to take on a newly expanded role as Finance Director/Assistant Town Manager for the Town of Kittery Maine. Patty's last day with the Town will be on Friday, November 22, 2019.

- Water Department - Effective October 1, 2019, the outdoor watering ban has been lifted until further notice. The Water Commissioners would like to remind residents that water conservation is still necessary and encouraged. A sincere thank you to our residents for complying with the restriction when it was in place.
- Public Works - Our Public Works Department has been doing various road improvement projects. During late September, they completed the resurfacing of Larch Row and continue as of today paving, crack sealing and rebuilding catch basins around Town. They are also gearing up for loose leaf collection which will begin on November 12th running through mid-January (weather dependent). Please monitor our Town website for their anticipated schedule and updates.
- Board of Health - Tomorrow is the Wenham BOH Flu Clinic from 4-7 pm in the Buker Elementary gym. The Board of Health also utilizes the Flu Clinics as an Emergency Dispensing Site Drill. Additional information can be found on the website.

- Community Preservation Committee

The Community Preservation Committee will hold their annual public hearing on Monday, November 4 at 7 pm. This is an annual requirement of the CPA statute, but this year the Committee is also beginning to work on a broader update of the Town's Community Preservation Plan, which was last done in 2005 when the CPA was adopted. This is so the CPA Preservation Plan is up to date when the Town begins the Master Planning process sometime in the next year or so. The CPC has also announced its application deadline for funding recommendations to the 2020 Annual Town Meeting, and that application deadline will be Monday, January 6, 2020 at 4:30 pm at the Permitting Office.

- Council on Aging - On November 14, Jackie Bresnahan and I will be presenting at the Council on Aging's Lunch and Learn program. For the session, we will be focusing on the Town's form of government as well as how the different departments and functions of Town government connect, similar to the presentation from the opening night of the Citizens Academy. It will be interactive and include an activity. We hope to see many folks there. More information on that will be provided in the soon to be released November COA Newsletter.

- Fire Department - The Wenham Fire Department teamed up with the National Fire Protection Association® (NFPA) to promote this year's Fire Prevention Week campaign (October 6th through 12th), "Not Every Hero Wears a Cape. Plan and Practice Your Escape!" The campaign works to educate everyone about the small but important actions they can take to keep themselves and those around them safe. The highlight of the week was the well-attended Fire Department Open House on Wednesday October 9th.

- Citizen Leadership Academy - The Citizen Leadership Academy is in full swing with approximately twelve participants. To date they have completed sessions in:

- Getting to Know Town Government

- The Budget Process, Treasurer/Collector, Permitting Office

- Fire Department

- Council on Aging/Shine/Veterans Committee & Assessing

There are seven more weeks before their official graduation at Board of Selectmen meeting in January.

- Main Street Traffic Improvements -MassDOT has sent the Town the contract for the \$150,000 earmark, made possible by Senator Tarr and Representative Hill, which we executed and sent back to them on Friday October 11th. Once the Commonwealth executes the contract from their end and returns it to us, we can begin to engage the engineering firm Bayside Engineering, Inc. of Woburn, MA. We will continue to update our website and social media pages as more information becomes available.

Representative Hill was recognized for his help and spot keeping the project moving forward.

Consent Agenda

A. One Day Liquor License: Rosa Pageuro, Oh Jolie Catering, Essex County Community Foundation at Wenham Museum, 132 Main Street, Monday, October 21, 2019, 6:30pm – 8:30pm

B. Minutes – Open Session: June 20, 2019

Vote: The BOS voted unanimously to approve all items in the consent agenda including the Meetings Minutes of June 20, 2019; One Day Liquor License Request from Rosa Pequero for the event at 132 Main Street on October 21, 2019.

New Business

- Appointments

- Conservation Commission: Jeffrey A. Ham

The BOS voted unanimously to appoint Jeffrey A. Ham to the Conservation Commission for a term beginning October 15, 2019 and ending June 30, 2022.

There was a side discussion on the quorum of the Conservation Commission and that statutorily the quorum of the Conservation is not of those that are appointed but of the number of members in the Commission's charge; this will be confirmed.

Approved 01.21.20

Mr. Wilhelm suggested the BOS be more mindful of potential members of possible conflicts of their schedule to minimize missed meetings.

○ Council on Aging Board: Gretchen B. Muschamp

The BOS voted unanimously to appoint Gretchen B. Muschamp to the Council on Aging for a term beginning October 15, 2019 and ending June 30, 2022.

○ WISSH Committee: Kathleen M. Goeben

The BOS voted unanimously to appoint Kathleen M. Goeben to the WISSH for a term beginning October 15, 2019 and ending June 30, 2022.

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

Adjournment – *The BOS unanimously adjourned at 7:01 pm.*

Respectfully Submitted By

Catherine Tinsley

10.17.19