

TOWN OF WENHAM
Board of Selectmen
Meeting of November 19, 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 November 19, 2019 at 5:45 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.

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.

➤ Meeting packet

Call to Order - With a quorum present, Mr. Wilhelm called the meeting to order at 5:53 pm.
Selectmen present: Jack Wilhelm, Chair; *John Clemenzi, Vice Chair; Catherine Harrison, Clerk
Also present: Anthony Ansaldi, Town Administrator; Catherine Tinsley, Recording Secretary

* Mr. Wilhelm announced that John Clemenzi was participating remotely under 940 CMR 29.10(5). It was confirmed the phone connection was clearly audible and Mr. Clemenzi confirmed there was no one else in the room for executive session. All votes during this meeting would be by roll call.

Executive Session - Fire Chief

The BOS voted unanimously by roll call vote, to enter into executive session under M.G.L. Ch. 30A, § 21 (2) To discuss strategy session under M.G.L. Ch. 30A 21 (2) to conduct strategy session in predation for negotiations with on union personnel or to conduct collective bargaining session or contract negotiations with nonunion personnel and to return to open session.

BOS returned to open session at 6:18 and recessed until 6:30 pm.

Public Input not on the agenda

John Fallon, 233 Main Street, opined that the fees licensees are required to pay for fingerprinting each year to renew their license is an "overreach" citing fingerprinting is done electronically and should be on file.

The Selectmen will look into this and put it on a future agenda for discussion.

Announcements - Additional information is on the town's web site.

- Essex North Shore School Committee Representative - The Town of Wenham is seeking a representative to the Essex North Shore Agricultural & Technical School Committee. The committee meets the 2nd Thursday of each month. Please submit a letter of interest directed to Trudy Reid, Town Moderator at nroebuck@wenhamma.gov. Call the Town Administrator's Office at 978-468-5520 x2 with any questions, or visit the Town website for more information, including committee bylaws and a direct link to their website for past meeting agendas and minutes.

Bill Nichols was recognized and thanked for his 22 years of service as the representative on the committee.

- Town Office Thanksgiving Holiday Hours - Town Hall will be closing on Wednesday, November 27th at 2:00 PM and re-open on Monday December 2nd at 9:00 AM.

- Wreaths Across America - On Saturday, December 14th at 12:00pm, the Town of Wenham will lay wreaths on our Veterans' graves simultaneously with participants at Arlington National Cemetery and communities across the nation. Please help by sponsoring a wreath for \$15 each, volunteering, or inviting friends to help. To learn more about Wreaths Across

Approved 01.21.2020

America including a link to online donations for wreaths in Wenham, visit the home page of the Town website. Donations must be made by November 25 if by check and December 2 on line.

Reports -Town Administrator

Thanks to our recent grant of \$127,086 from the Green Communities Grant Program, the Hamilton Wenham Public Library, Fire Station, Police Station, Highway Department and, Town Hall have all been retrofitted with new LED lights. Collectively, we hope to recognize almost \$19,000 in electricity cost savings and reducing our carbon footprint by almost 111,000 KWH annually.

On Saturday, November 16th, Congressman Seth Moulton had a Congressional Town Hall from 3:00 – 4:00 PM. He also met with local appointed and elected leaders from 2:30 – 3:00 PM to discuss issues directly relevant to Wenham and her residents. The main event was well attended by over 50 people throughout the North Shore in addition to several Wenham residents. I would like to take the opportunity to wish each of you, our wonderfully committed staff and the residents of this fine community a Happy Thanksgiving. As we reflect on this past year, we all having something to be thankful for as I certainly do in being selected as your Town Administrator. I would also be remised if I didn't offer deep condolences to the family of Lt. Jason Menard, a Worcester firefighter, who gave the ultimately sacrifice by succumbing to injuries sustained battling a four alarm fire in the early morning of November 13th and was laid to rest on November 18th.

The following is a brief update on what are Town Departments have/will be working on:

Public Works - The DPW has started the loose leaf collection and expect this to continue for the next two months. Residents can follow along on daily updates by visiting the Town's website, Facebook, Instagram or Twitter accounts. They also continue getting our snow and ice fighting equipment into working order to combat whatever Mother Nature brings their way.

Fire Department - Our Fire Department will be once gain opening their doors for an Open House from 10:00 AM to 2:00 PM by participating in the Hamilton Wenham Holiday Festival. They will also be participating in the Public Safety Toys for Tots toy drive on Saturday December 7th from 9:00 AM – 2:00 PM. Donations of new unwrapped toys are needed and would be greatly appreciated.

Police - The Police have seen an increase in trespassing on and around Wenham Lake. In fact, just last week they actually had to remove a boater. The Police Department suspect that fishing websites are the reason for the increase. As mentioned, the Police Department have partnered with the Fire Department in the Toys for Tots toy drive

Finance Department - There will be some personnel coming and goings. First, I would like to welcome Sherrie LeBlanc to our Finance team as the Assistant Treasurer/Collector Payroll and Benefits Coordinator as Monday November 18th was her first day. On Friday, November 22nd, we will be saying goodbye to our Finance Director Patty Moore as she heads to Kittery Maine to become the Assistant Town Manager/Finance Director for that community. FY18 & FY19 Liens have been executed and will be filed at Registry of Deeds within the next 60 days. Q2 Tax Collections continue, with approximately 125 bills still outstanding.

Council on Aging - Our COA Director Jim Reynolds has completed the FY19 Formula Grant application and submitted to Executive Office of Elder Affairs on November 15, 2019. On November 19th, from 10 – 11 am. Jackie Bresnahan and myself had the pleasure of presenting an overview of municipal government followed by a question and answer during the Lunch & Learn at the COA on November 14th.

Mr. Ansaldi introduced and welcomed Sherri LeBlanc who was recently hired as the Assistant Treasurer -Collector, Payroll & Benefits Coordinator.

Being her last meeting, Patty Moore (Finance Director) was recognized for her work with the town the past 18 months.

Appointments

➤ Letters of Interest

1. Audit Committee – Martin W. Croyle

Vote: The Board of Selectmen voted unanimously by roll call vote to appoint Martin W. Croyle to the Audit Committee for a term beginning November 19, 2019 and ending June 30, 2020.

2. Interim Finance Director– Christopher Holak

The BOS discussed this in detail at the November 5 meeting.

Vote: The BOS voted unanimously by roll call vote to appoint Christopher J. Holak as Interim Finance Director effective November 25, 2019 through June 30, 2020 at Grade 6 with an hourly rate of \$40.24.

On a side note, Mr. Wilhelm reported that to date, there were no applications received for the Finance Director position. He observed there has been a lot of turnover in the finance department, citing employees have left for more pay and fewer hours. The Assistant Treasurer / Collector is now a fulltime position to help alleviate the work load in the department. Mr. Wilhelm clarified that these changes in the department are to make improvements.

Tax Classification Rate Hearing – Steve Ozahowski, Chief Assessor; Tom Tanous, Chair Board of Assessor

- Public Notice Salem News November 12, 2019
- PowerPoint presentation

Ms. Harrison read the public notice and opened the public hearing at 6:54 pm.

The Wenham Board of Selectman will hold a hearing on classification of real estate for taxation purposes during the meeting on Tuesday, November 19, 2019 at 6:30 p.m. at the Wenham Town Hall, 138 Main Street, Wenham MA. The purpose of this meeting is to determine whether the Town should establish separate tax rates for business and residential property owners, or continue one rate for all classes. The Public Hearing noticed was published in the Salem News on November 12, 2019.

Mr. Ozahowski referenced a PowerPoint presentation and gave a brief overview saying that the Town of Wenham has always had a tax factor of one. Mr. Ozahowski explained there are only 18 commercial properties in Town having a different increased tax rate would significantly impact the businesses but have little impact on homeowners. The Board of Assessors unanimously recommend one tax rate, a factor of one, for all properties. The hearing was closed at 6:58 pm.

Vote: The Board of Selectmen voted unanimously by roll call vote pursuant to MGL C.40, §56, to adopt a Tax Factor of One for the Town of Wenham for Fiscal Year 2020.

Main Street Traffic Project Design Phase Update w/Bayside Engineering, Inc.

- PowerPoint presentation re Town of Wenham Route 1 A Roadway and Intersection Improvements
- BOS minutes from 12/12/18 (Public Forum re Main Street)
- Contract for engineering services with Baystate Engineering

The Town, in coordination with MassDOT, is planning improvements to Route 1A where it intersects with Cherry Street, Monument Street, and Arbor Street which will include a redesign of the existing roadway by installing more/better signage, designated turning lanes at key locations, and up to two (2) fully signalized intersections. This project will also include improvements to the existing sidewalks, the installation of new sidewalks, and the redesign/relocation of existing pedestrian crosswalks.

Mr. Ansaldi gave a brief update regarding the Main Street traffic project. The cost of the 25% design phase, is \$180,000 of which \$150,000 was earmarked in the state budget and \$30,000 of Wenham's Chapter 90 roadwork funds were used to fund the 25% design phase. Senator Bruce Tarr and Representative Brad Hill were recognized for their help in obtaining the state funding for this project.

Norman Brown P.E., P.L.S. and Bruno Campea, Senior Project Engineer Bayside Engineering were present and gave a brief summary and update of the project.

The Main Street Traffic Project PowerPoint presentation included:

- Introductions
- Project Limits: A portion of Main Street as it intersects with Cherry Street, Arbor Street, and Monument Street.
- Project History: The Town worked with MassDOT (Department of Transportation), MAPC (Metropolitan Area Planning Council, and CTPS (Central Transportation Planning Staff and in 2018 CTPS completed the study.
- Improvement Alternatives
 1. Signalize only Arbor Street intersection
 2. Signalize Cherry Street intersection
 3. Signalize & Coordinate Arbor Street and Monument Street intersections
 4. 4A /4B Signalize & Coordinate Arbor Street and Cherry Street intersections – Monument Street would be updated with the proposed cross-section but would remain stop controlled. Alternative 4B is a variant of Alternative 4A in which left turn from Monument Street would be prohibited.
 5. Signalize & Coordinate all three intersections
 6. Install Roundabout at Arbor Street & Cherry Street

Alternatives were evaluated for a number of considerations and alternative 4a rated the best. Alternative 4a was selected by MassDOT, recommended to the town and approved, and the alternative Bayside Engineering was retained to implement and the funding approved for.

Mr. Campea referenced a schematic of the project limits and noted in addition to traffic signals there would be sidewalks on both sides of Main Street with pedestrian crossings including w/ wheelchair ramps and shoulder/bike lanes on each side of Main Street.

Mr. Wilhelm said he was surprised that alternative 3 a not the preferred design. Mr. Ansaldi reviewed that Alternative 4a was the desired plan at the public hearing and recommended by the state and being brought forward. Mr. Campea noted that Monument Street will get the benefit of the gaps created by the signals at Cherry Street and Arbor Street.

Approved 01.21.2020

Harriet Davis, Historic District Commissioner, reminded the engineers that this project is in the center of Wenham's historic district, pointing out that the fence around the Civil War Memorial is also historical and can't be altered, or moved. Mr. Campea assured Ms. Davis they have experience working in a historic district citing a recent project in one of Lowell's historic areas and would bring the plan to the historic district prior to the 25% design plan submission.

Ms. Harrison recalled that during the previous hearings the BOS recommended that before the design plan is started there be focus groups prior to the required public hearing noting some residents have some specific interests and concerns.

Mr. Campea confirmed they are aware a public presentation would be made prior to the 25% when there was some certainty of the alignment of the plan to show and that this point in the design is not too late to make a revision before going to MassDOT.

Mr. Campea stated that Bayside would not submit any design to MassDOT the town did not want.

○ Tasks & Timeline

Year 1 (2019) survey and base plan completed

Year 2 (2020) & year 3 (2021) 25% design submission; MassDOT Review; Design Public Hearings; 75% submission

Year 4 (2022) MassDOT review and approval; 100% PSE (Plans Specs Estimates) for bidding; Mass DOT review and approval

Year 5 (2023) & year 6 (2024) Advertise and award contract; Construction begins in spring (18 months); Traffic signal equipment is last to be installed.

The scaled base plan was reviewed; this included infrastructures above and below ground.

○ Comments questions

Mr. Clemenzi reiterated the importance of public input during the design process.

○ Approve contract and Notice to Proceed

Vote: The Board of Selectmen voted unanimously by roll call vote to approve the engineering services with Bayside Engineering, Inc. to provide 25% design plans and cost estimates for the rehabilitation of three (3) intersections along the Route 1A corridor based upon Alternative 4A.

- Finance Department - Approve Town Treasurer/Collector Job Description and Salary Range
 - Compensation & Classification System; Town of Wenham Non-Union Employees November 2019 fy20
 - Treasurer / Collector job description

The BOS discussed the possibility to revisit the salary range for this position based on the response of the number of applications. The deadline for applications to be submitted is December 2.

Vote: The Board of Selectmen voted unanimously by roll call vote to approve the Treasurer/Collector job description as amended and place said position at Grade 6, salary range of \$65,578.66 to \$81,973.32, within the Compensation and Classification System for the Town of Wenham Non-Union Employees.

- Discussion and Potential Approval of Loan agreement between the Wenham Affordable Housing Trust and Harborlight Community Partners, Inc.
 - Memo to Board of Selectmen, Town Administrator, Wenham Affordable Housing Trust, from J. Bresnahan re Maplewoods Grant and Loan Agreements (CPC & WAHT)
 - Annual Town Meeting, April 6, 2019 Certificate of Vote, Article 12-8
 - Email from J. Bresnahan re AHT Agreement with BOS and HCP. October 11, 2019 and November 6, 2019
 - Affordable Housing Trust Fund Loan Agreement: Town of Wenham and Harborlight Community Partners, Inc

Ms. Harrison reviewed that the Affordable Housing Trust voted unanimously to approve the loan agreement as presented and recommended the BOS approve as written.

Vote: The Board of Selectmen voted unanimously by roll call vote to approved the Wenham Affordable Housing Trust Fund Loan Agreement with Harborlight Community Partners, Inc, as approved by the Wenham Affordable Housing Trust on November 12, 2019.

Mr. Wilhelm noted that the Affordable Housing Trust loan was last phase for Harborlight's Town funding towards Maplewoods to secure 1\$ million in funding from the town towards the project; this was the combined funding of Community Preservation grant of \$750,000 and Affordable Housing Trust loan for \$250,000.

Adjournment – *The BOS unanimously adjourned by roll call vote at 7:35 pm.*

Respectfully Submitted By
Catherine Tinsley
11.23.19