

TOWN OF WENHAM
Board of Selectmen
Meeting of November 5, 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 November 5, 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

- November 5, 2019 meeting packet
- 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 5:45 pm.
Selectmen present: Jack Wilhelm, Chair; John Clemenzi, Vice Chair; Catherine Harrison, Clerk
Also present: Anthony Ansaldi, Town Administrator

Executive Session - Fire Chief

The BOS voted unanimously by roll call vote, 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 with the Fire Chief and to return to open session.

Public Input - There was no public input.

Announcements – Additional information is on the Town's web site Wenhamma.gov

- Seeking Letters of Interest for Wenham Representative for Essex North Shore Agricultural & Technical School Committee
- 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
- Loose Leaf Collection Begins Tuesday, November 12
- Lunch & Learn at the COA – Town Government, Thursday, November 14, 11:30am
- Public Hearing Notice – Scenic Tree Removals, Thursday, November 14, 7:30pm (Dodges Row, Larch Row, Cherry Street)
- Winter Parking Ban (overnight parking 12 am to 6 am) Effective November 15 – March 31
- Veterans Committee Requests Wreaths Across America Sponsors for December 14 Event

Reports - Town Administrator

Department of Public Works - With loose leaf pickup beginning on November 12th, the DPW is busy preparing all of the equipment for this operation. In addition, they continue to pick up storm debris from the wind storm on October 17th, as well as, mow since the grass continues to grow. They expect to finish some paving projects as well as rebuild the sidewalk near the Buker School.

- Fire Department - The Fire Department has four recruits that started the Fire Academy on November 3, 2019 which will run until February 25, 2020. In order to train the recruits in pump operations, the department will be sending an engine to Hamilton on November 9th and 23rd from 9:30 am to 4:00 pm. The department is also working on having the station ready for Veterans Day, November 11th, for the Remembrance Ceremony at the Veterans Memorial.
- Police Department - The Police Department has begun its annual recertification training this month with each officer spending a week at the police academy. This takes several months to complete but is mandatory training. Additionally, new reserve officers have been signed up to participate in MIIA EVOC training (emergency vehicle operators course). Chief Perkins

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and Captain DiNapoli will be taking a legal update class this month, also sponsored by MIIA. The Department also remains busy in the areas of investigations and court proceedings.

- Town Clerk - The Town Clerk has been the project manager for the Town Bylaw Codification Project and is happy to report that it is back in the hands of General Code. Annually, the Town Clerk has the students of the Buker School select the dog tag shape for the next calendar year, and this year a paw was selected. Current dog owners will receive a registration reminder in November with the Department of Environmental Protection (DEP) flyer about dog waste.
- Council on Aging - The November 2019 issue of the Wenhamite is out! On Friday, October 25th, State Representative Brad Hill entertained a group of 12 residents from Wenham who received a 1st class tour of the State House and lunch in the State House dining room. Our director is working diligently on compiling usage data for Formula Grant and next year's budget. Our DPW team was recently recognized for helping offload the raw materials – pinto beans, dehydrated vegetables, rice and vitamin packs, from an 18-wheeler at Christ Church of Hamilton & Wenham on Asbury Street and sealing the food bags for village in Haiti. The DPW volunteered and came back on Saturday and reloaded 51,800 meals. The shipment is currently held up in port waiting to be released to Haiti once the political unrest settles down and the shipment is cleared. Many thanks to the Town of Wenham for their help with this epic event.
- Finance Department - We are very excited that Sherrie LeBlanc will be joining the finance team as the Assistant Treasurer/Collector, Payroll and Benefits Coordinator. Sherrie comes to us with approximately 10 years' municipal experience, most recently for the Town of North Andover and a wealth of experience. The second quarter real estate taxes were due on November 1st. We have collected about 90% of Q1 & Q2 taxes through 11/4/19 but still have approximately 150 unpaid invoices totaling about \$450,000. Department Budgets have been submitted and our budget team will begin to review with department heads. The MA Dept. of Revenue (DOR) has also certified free cash at approximately \$954K.
- Assessing Department- Several forms relative to the approval of a tax rate for the Town have been submitted and approved by the DOR. One of the forms approved was the LA13, which includes approved "new growth" of over \$12,500,000. We remain on schedule for our Classification Hearing with the BOS on 11/19. Several new \$1m+ homes are nearing completion at Spring Hill (off Dodges Row). MLS lists 10 sales of Wenham real estate for October, eight single family homes, two condos. The price range of the ten sales was \$420,000 to \$1,400,000. Setting the tax rate remains their top priority.
- Hamilton/Wenham Public Library- The fall has been a busy season at the Library. The ARIS (Annual Report Information Survey) and Financial Report have both been submitted to the State and we are on track to receive our full state aid grant award. A new phone system was installed at the end of August to replace the near twenty-year old system – both staff and patrons are adjusting very well. Our new logo design was completed and can now be seen on our website, social media channels, name tags, and signage. We held a ½ day staff training day in September where staff learned techniques to assist patrons on the autism spectrum. The Friends of the Library had a very successful fall book sale raising over \$7,000 for library programs, museum passes and technology. Their annual membership month mailing will be going out in December and all residents should be receiving a flier in their mailboxes. Finally, we were able remain open during the October power outage, and we saw over 1,600 patrons through the doors in three days (we average about 950 people in a three-day span). We were able to provide a warm space with access to charging for phones and devices, internet access, and a safe space for residents and families to be while waiting for their power to come back on. We truly were a two-town community resource during this emergency.
- Board of Health, Permitting, Community Preservation, Special Projects - The BOH held a Flu Clinic in October which went very well. An After Action Report on the Emergency Dispensing Site Drill is being finalized and will be provided to the TA, Police, Fire, and Regional Health Coalition. We have also held a smaller clinic at Town Hall for staff. We were happy to welcome Angelo Salamone to the Permitting Office in October 2019. The Building Department is keeping busy with smaller projects, several rebuilds of single-family homes, and the developments on 1A and Dodges Row. We've finalized the records conversion for the new e-permitting software. We will continue providing training to the inspectors and are getting caught up with data entry for 2019 in the office. We announce a date for the citizen's portal launch in the coming weeks.
- The CPC held their annual public hearing last night. They have begun working on an update to the Preservation Plan, which is CPC's governing document and was last updated in 2005. The CPC's deadline for Annual Town Meeting 2020 is Monday, January 6, 2020 at 4:30 pm in the Permitting Office. Questions can be directed to Jackie Bresnahan at jbresnahan@wenhamma.gov.
- The Citizens Leadership Academy is on Day 8 this week and will be having presentations from our Veterans Agent Karen Tyler, Town Clerk Dianne Bucco, and Town Moderator Trudy Reid, and Jackie Bresnahan will be conducting the Mock Town Meeting Warrant Hearing in preparation for the final week's Mock Town Meeting.
- Recreation - The Recreation Department will be holding our first annual Flashlight Candy Cane Hunt on Friday, December 13th. The event starts at 6pm and Pre-Registrations is required by Monday, December 9th. Folks can register on our website www.hwrecreation.com. The damaged fence from the rain/wind storm at the Pingree Park Playground was fixed yesterday, this was partially funded through an insurance claim to MIIA. The Recreation Department Winter Brochure will be released electronically next week; the hard copies will be available the following week. Registration for our winter programs will begin on Monday, December 2nd.
- Land Use Department - We are working on a grant proposal for our MVP Hazard Mitigation Plan Action Items. Weston & Sampson are working with us to apply to the State for funds to 1. Update all of the Bylaws/ General /Zoning and Rules and

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Regs/ Water Resources Bylaw to bring all regulations into compliance with state regs and best practices for sustainability and ensure compatibility throughout. We anticipate that these will be ready for adoption at the 2021 Town meeting.

- Planning Board recently approved a preliminary subdivision plan for 51 Cherry Street. The plan shows 2 additional single family house lots being serviced by a 20-foot-wide dirt road. The plan was reviewed preliminarily by the Town's departments and certain revisions were made that showed the required frontage for each lot on the roadway after construction. This is a preliminary subdivision and does not give approval for the construction. The owners will be required to submit more detailed plans in a definitive subdivision filing. I am attaching the Planning Board's decision on the Preliminary Plan.

Planning Board will be holding the annual Scenic Roads Street Tree public hearing on November 14. There are 12 trees identified for removal this year. I am attaching that list. The Planning Board will inspect each tree and report at their hearing on the appropriateness of removal. All of these trees have been recommended for removal by the Tree Warden.

- ZBA is scheduled to meet again on November 18. The only hearing currently scheduled is the continuance of the 35 Arbor Street hearing on the Agricultural exemption for that property. Town Counsel Robin Stein has been involved as this original case was appealed and remanded back to the ZBA. The owners Allyson and David Standley are claiming an agricultural exemption from zoning under MGL chapter 40A Sec 3.

ZBA has not received any application from Harborlight or any direction from the court on the Maplewoods project.

- Conservation/Open Space. Missy has been working with volunteers to identify and map walking trails throughout the Town as part of the new Open Space and Recreation Plan action items.

Consent Agenda

Vote: The Board of Selectmen voted unanimously to approve all items in the consent agenda including the:

- Meeting minutes of October 21, 2019
- One Day Liquor License Requests: Kathleen Feldman, Wenham Museum, 132 Main Street
Sleigh Bell Artisan Fair Holiday Party – Friday, November 15, 2019, 5:00pm – 8:00pm
Sleigh Bell Artisan Fair – Saturday, November 16, 2019, 10:00am – 4:00pm

New Business

- Appointment Requests

- Resumes

- Conservation Commission: Kenneth F. Whittaker

Vote: The Board of Selectmen voted 2 to 1 to appoint Kenneth F. Whitaker to the Conservation Commission for a term beginning November 5, 2019 and ending June 30, 2021. Ms. Harrison voted in the negative.

- Interim Treasurer/Collector: Donald J. Carter

Vote: The Board of Selectmen voted unanimously to appoint Donald J. Carter as Interim Treasurer Collector for a term beginning November 6, 2019 until the earlier of the permanent position being filled or April 1, 2020.

- Interim Finance Director: Christopher T. Holak

Mr. Clemenzi moved that the Board of Selectmen appoint Christopher J. Holak as Interim Finance Director effective November 25, 2019 through June 30, 2020. Under discussion Ms. Harrison observed that later in the meeting the BOS would discuss town hall staff organization which included Mr. Holak and suggested this appointment be made after the formal discussion.

Mr. Wilhelm amended the motion to appoint subject to further discussion and confirmation later in the agenda under Item H town hall staff organization. The motion carried unanimously.

POST MEETING point of order: Mr. Wilhelm's suggestion to amend the original motion was not voted by the BOS, and neither did the Board vote to confirm the appointment later in the meeting, therefore, the amended motion to approve the appointment subject to further discussion under Town Hall Staff Organization was not valid.

Mr. Holak was asked to introduce himself and spoke positively on time in Wenham as accountant.

- Wenham Connects Presentation – Domain Status update

Marianne Cannon, Chair was present and spoke about Wenham Connects Committee. Ms. Cannon began with a brief introduction on her presentation that would include how the BOS could support the committee, the AARP eight domains on which Wenham Connects was founded, and to gain support to help achieve the goal to increase visibility to Wenham residents through the town website and social outlets. The AARP 8 domains of livability are:

Domain 1: Outdoor Spaces and Buildings
Domain 2: Transportation
Domain 3: Housing
Domain 4: Social Participation

Domain 5: Respect and Social Inclusion
Domain 6: Civic Participation and Employment
Domain 7: Communication and Information
Domain 8: Community and Health Services

Each domain has an action plan, team members, community stakeholders, and status.

Ms. Harrison suggested community stake holders include the Wenham Affordable Housing Trust, under housing.

- Review and Potential Approval of Police Benevolent Association FY20-22 Agreement
 - Agreement Between the Police Benevolent Association of Wenham MCOP Local 382 and the Town of Wenham Massachusetts July 1, 2019 – June 30, 2022

The Memorandum of Agreement was added to the existing contract. There were no other changes.

Vote: The Board of Selectmen voted unanimously to approve the agreement between the Police Benevolent Association of Wenham MCOP Local 382 and the Town of Wenham for the period from July 1, 2019 – June 30, 2022.

- Accept and Execute Municipal Energy Technical Assistance Grant Award Contract with DOER
 - Department of Energy Resources PON-ENE 2019 – 008 Municipal Energy Technical Assistance Grant Program: Town of Wenham Issued October 2019

This is a \$12,500 grant to fund a consultant to study the HVAC control system and utility use at the library and develop a scope of work for a recommissioning the project.

Mr. Ansaldi explained that the engineers perform the study and provide a report to recommend cost savings with updated controls, lighting, energy software to make the building more efficient.

Vote: The Board of Selectmen voted unanimously to accept the Municipal Technical Assistance grant award in the amount of \$12,500 from the Massachusetts Department of Energy Resources and authorize the Chair to execute the contract on behalf of the Board.

- Discussion Regarding Potential Town Hall Staff Reorganization
 - Memo re Re-organization – A. Ansaldi, Town Administrator dated November 1, 2019

Mr. Ansaldi referred to a memo in the meeting packet that outlined the proposed reorganization in Town Hall to better distribute the duties and increase compensation to reflect the duties associated with that position.

Mr. Ansaldi explained that a review of positions was prompted by the town finance director leaving in November, and how to increase efficiency.

The recommendation made to the Board was to return to a finance department with three full time positions including a Finance Director/Accountant, a Treasurer/Collector, and a Payroll/Human Resource.

The proposed plan added an Assistant Town Administrator position to recognize the duties already performed by Jackie Bresnahan, Permitting Coordinator/ Special Projects Manager and adjust the Executive Assistant to the Town Administrator duties to include all insurance work with MIIA and Informational Technology projects.

The proposal as presented was cost neutral this year by applying the balance of the finance director's (budgeted) salary among the new positions.

The Board was provided with a breakdown of the financial summary of the proposed changes.

Mr. Ansaldi observed that the structure may not always look like this and using the institutional knowledge of the current employees benefited the Town.

This discussion was continued to the next, November 19 meeting. The Board took no action at this time.

- Presentation on Comprehensive Refuse Fee Revenue and Discussion on Potential Refuse Fee Increases
- Because this was expected to be a lengthy presentation and discussion, Mr. Wilhelm recommended this be a separate agenda item and a meeting be scheduled. Mr. Ansaldi noted that this was on the Finance Committee's meeting agenda tomorrow night and Mr. Wilhelm requested feedback from the Finance Committee be available when the BOS discuss this agenda item.

Adjournment – *The BOS unanimously adjourned at 7:46 pm.*

Respectfully Submitted By
Catherine Tinsley
11.16.19