

TOWN OF WENHAM
Board of Selectmen
Meeting of December 18, 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, 2018 at 6:30 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 (2019) Catherine Harrison (2020); John Clemenzi (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 or You Tube HWCAM.

Welcome & Call to Order - With a quorum present, Ms. Harrison called the BOS meeting to order at 6:34 pm

Selectmen present: Catherine Harrison, Chair; John Clemenzi, Vice Chair

Not Present: Jack Wilhelm, Clerk

Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Input – There was none

The Agenda out of order with consent: *Grassy Roots

Announcements

- Annual Town Hall Holiday Open House – December 19, 3-4:30 pm: All residents are invited to celebrate the season with Selectmen and town hall staff. Refreshments will be served.
- Town Hall Holiday Hours - Town Hall will be closed December 24 & 25 and January 1. Town Hall will be open regular hours and until 4:30 pm on the first 3 Fridays in January.
- Holiday Tree Recycling – Residents may recycle holiday trees at the Pingree Park parking lot by January 12. Iron Tree Service and Brick Ends Farm we acknowledged for their donated services. (only trees please)

The Agenda was taken out of order with consent: *Discussion of Next Steps on Main St Traffic Improvements Projects

Reports

Town Administrator

- Open Space and Recreation Committee Grant Applications - The Open Space and Recreation Committee plans to submit two applications to the Community Preservation Committee early next month. The first will be for approximately \$500 for a new granite bench on Cedar Street overlooking Wenham Lake. The bench will be installed on property maintained by the Salem Beverly Water and Sewer Board (approvals already granted, pending final details on bench materials and location). The Committee also plans to apply for funding for trail improvements at the Iron Rail property under the Mass Trails grant program before the February 1, 2019 deadline and will submit a CPA application to cover the 20% local match requirement of this program. Specifically, the Committee is seeking to install an elevated boardwalk that would bridge a ~400 ft section of the trail out to Dodges Island that is frequently impassable due to flooding. This project plans to expand opportunities for wildlife observation, photography, walking and horseback riding, and intends to allow wheelchair users access to these areas as well. It will also include the installation of trailhead signs and maps. This new boardwalk would connect the trail network at the Iron Rail and could enable future connections to be made to Chebacco Woods and other nearby conservation areas. The proposed project has the support of the Essex County Trails Association and will be reviewed at the next Iron Rail Commission meeting. I expect the Committee will coordinate with the Boy Scouts as well. The project is preliminarily estimated to cost about \$80k and the local match can include Town staff/volunteer time, so their CPA application is expected to request a total of less than \$15k. Both projects are consistent with the goals and related action items identified in the new Open Space and Recreation Plan and would represent significant progress in implementing the Plan in Year 1.
- Board of Health Tobacco Regulations - Last week, the Board of Health voted to implement changes to Wenham's tobacco regulations. As of December 30, 2018, tobacco sales will be limited to customers aged 21 or older. The Board is also planning to hold a joint meeting with the Hamilton Board of Health in January to discuss a number of issues of mutual interest including flu clinics and other potential changes to their tobacco regulations.

Selectmen

Mr. Clemenzi gave a brief overview of the Wreaths Across America last Saturday when the Town participated in the Ceremony with the Arlington Cemetery by placing 200 wreaths on veteran's graves in the Main Street Cemetery. Bill Wilson and Gary Cheeseman were recognized for their leadership and organizational skills that made this day successful. Next year the goal is to place a wreath on all veteran's gravesites in Wenham Cemeteries.

New Business

Review & Potential Approval of Proposed Wenham Connects Committee Charge & Solicitation for Letters of Interest

- Memo re Proposed Charge for Wenham Connects Committee P. Lombardi December 13, 2018
- Council on Aging Bylaws, May 13, 2008
- Wenham Connects: An Age and Dementia Friendly Needs Assessment, Center for Social and Demographic Research on Aging Gerontology Institute, J. McCormack Graduation School of policy & Global Studies, University of Massachusetts, Boston, October 2018
- Presentation on Wenham Connects; An Age and Dementia Friendly Needs Assessment, C. Coyle, PhD. Center for Social and Demographic Research on Aging Gerontology Institute, J. McCormack Graduation School of policy & Global Studies, University of Massachusetts, Boston, October 2018
- Town of Wenham Survey of Residents Age 50 and Over, September & October 2018

Peggy Cahill, Consultant for Wenham Connects, the Age & Dementia Friendly Initiative for the Town of Wenham.

Ms. Cahill referenced memo from the Council on Aging Director, Jim Reynolds to recommend the Board establish a new Wenham Connects Committee and a charge be adopted.

Ms. Cahill gave an overview of the Needs Assessment from the recent Age Friendly Community survey and the importance of education and awareness about age and dementia friendly and how it impacts the community.

Ms. Cahill shared new data from Tuft's Health Plan Foundation showing that Wenham has an older senior population than the state average; most Wenham seniors (over 60) are age 75 plus.

The recommendation is for a committee of up to 9 members but there was some concern that 9 members may be too large a number to be able to consistently get quorum.

Ms. Harrison suggested a frame work of one year and have a check in at the end of the year on the mission and the number of members.

The draft charge will be sent out to those who expressed interest in serving on such a committee and that Letters of Interest be submitted to the Board of Selectmen.

*Discussion of Next Steps on Main Street Traffic Improvements Projects

- Memo re Discussion of Next Steps on Main Street Traffic Improvement Project P. Lombardi. December 13, 2018
- Agreement for Professional Engineering Services between the Town of Wenham & Bayside Engineering, Inc. for Professional Engineering Services for the Route 1A Traffic Intersections Project.
- Notice of a Public Meeting on Proposed Main Street Traffic Improvements Thursday November 29 2018 7 PM
- Presentation on Town of Wenham proposed Route 1A Roadway & Intersection Improvements at Cherry Street, Monument Street, and Arbor Street, Bayside Engineering November 29, 2018
- Technical Memorandum regarding Route 1A at Cherry Street, Monument Street, and Arbor Street to P; Lombardi Town of Wenham from Benjamin Erban and Chen-yuan Wang, MPO staff September 27 2018
- Presentation on Route 1A Intersections Study in Wenham, Safety & Operations Analysis at Selected Boston Region MPO Intersections, Boston Region Metropolitan Planning Organization, April 26, 2018

Mr. Lombardi reviewed that 50 residents attended when a forum was held November 29th regarding the Main Street traffic improvements project. Feedback was generally in favor of at least one traffic light and support for the proposed interim measures such as resurfacing of the roadway, restriping, additional signage, and installing turning lanes at key locations. There was concern regarding the possibility of widening the road due to the support to maintain the character of the center of Wenham

Mr. Lombardi reiterated that this is the early stages of the design phase and these are preliminary discussions; resident input and feedback is and will continue to be important.

Mr. Lombardi proposed a series (7 to 8) of neighborhood meetings over the next few months.

The Town is working with Bayside Engineering. Bayside Engineering worked with the town on the Route 97 traffic signal; The first step is to develop survey-based plan for main street and a series of Environmental permitting reviews as required by MassDOT.

The cost for this phase of work is \$60,000. There is about \$100,000 in Chapter 90 funds for this type of work.

Approved 02.21.19

This work is weather dependent and takes about 6 months start to finish. Once the survey work is done the draft conceptual design can be presented for discussion and feedback.

Residents who shared their emails with the Town Administrators office are being kept updated.

Mr. Lombardi is working with Representative Hill and Senator Tarr to set up a meeting with Secretary Ash to access funding from the Economic Development Bond Bill.

The Selectmen supported the neighborhood meetings and that this be coordinated so the engineers have this information in a timely manner to be integrated in the base plan design. Ms. Harrison reiterated this is a very slow process.

The meeting was open for public comment.

Ms. Davis questioned if the \$60,000 was included in the \$250,000 the town is responsible for and if it went out to bid.

Horizontal construction is exempt from procurement process and that the \$60,000 was part of the \$250,000.

Arthur Burt, Arbor Street, is concerned about increased traffic over the years not only on Main Street but also on Arbor Street including large (18 wheelers) early in the day and on weekends using the Jake-break which is quite loud. He recalled that Arbor Street used to have a weight limit, under residential ruling and encouraged Arbor Street also be considered during this process. Mr. Burt requested to be on a committee for this project.

Sam Nordberg, Main Street, endorses and supported this approach especially for pedestrian traffic which has its challenges.

His deepest concern is losing frontage and to preserve as much safe space as possible.

He also said he would like to be on a committee or have the opportunity to give input during the process.

Tom Starr, Pleasant Street, also stated that his main concern is the widening of Main Street as the core of the village. He observed that a wider road encourages faster speed. He went on to suggest other ways to calm traffic is change in texture of the pavement and encouraged other techniques be considered to enhance a traffic light.

Ms. Harrison observed Bayside Engineering has worked in a historic district and she hoped they would be mindful of Wenham's character.

The BOS agreed there was support for the project to go forward with the next step.

Vote: Ms. Harrison moved to approve and execute the contract with Bayside Engineering Inc. for professional engineering service for Route 1A traffic intersections project subject to review by Town Counsel. The motion carried unanimously.

Review of Draft Community Preservation Act (CPA) Grant Agreement with First Church

- Proposed Community Preservation Act Grant Agreement with First Church in Wenham
- Letter to Wenham BOS from D. Block, First Church in Wenham, Moderator, November 1 2017

The CPC Chair Harriet Davis and the Vice Chair Arthur Burt were present.

Ms. Lombardi gave an overview of the Grant Agreement and explained that one issue identified over the past couple years, was that neither the Town's or the First Church's responsibilities related to the town clock in the church steeple were memorialized. All parties agreed for those elements to be incorporated in this Grant Agreement. The Town would maintain, operate, and insure the clock and the Church would display the clock in the steeple and provide access to the Town and be responsible for any damage done to the clock as a result of any member of the Church or entity working for the church. The Church ultimately declined a \$50,000 CPC grant due to the potential terms and conditions the Town was looking for in the related preservation agreement, but accepted the reimbursement of \$14,000 for the repair of the clock face as the Town's responsibility.

Ms. Davis and Mr. Burt requested a copy of the draft Agreement and were informed the Agreement was in the meeting packet.

Old Business

Review of Preliminary FY20 Budget

- Memo regarding Review of Preliminary FY20 Administration Budget, P. Lombardi, December 6, 2018
- FY20 Preliminary Budget, 12/6/2018
- Wenham Budget Forecast Preliminary FY20 Budget Presentation to Hamilton-Wenham Regional School Committee, P. Lombardi, December 4, 2018
- Email regarding FY20 Budget Requests Above Level Services from P. Lombardi, December 18, 2018
- Summary of FY20 Budget Requests Above Level Services

Ms. Harrison observed the Hamilton Wenham School Committee have a meeting tomorrow night on the budget.

Mr. Lombardi noted that 52% of the Town's budget goes to the HWRSD; the Town preliminary projections assumed a 3% operating increase from the HWRSD, independent from the enrollment shift assessment increase. Currently there is a

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projected deficit of \$425,000 over the levy limit. The BOS received a spread sheet of the request, the department impacted, cost impact with a ranking system for the BOS / FinCom to provide feedback to be discussed at a meeting in January.

By then it should be known what the Superintendents' recommended budget is.

New Growth for FY18 is about \$200,000 less than projected due to the Measure & List project as allowed by DOR.

*Annual Liquor License Renewal

Grassy Roots, LLC, 152 Main Street, Jenny Grammas

- Checklist for Annual Renewal
- ABCC Retail License Renewal – Off Premises, Wine & Malt
- Proof of Employer's Liability Insurance
- Proof of Worker's Comp. Insurance
- Tips Certifications
- Check for \$1,500 (Liquor License)
- Check for \$50 (Common Victualler)
- Application for Renewal of Common Victualler's License
- 2018 Food Service Permit
- Email regarding Fingerprinting Status from Captain Kevin DiNapoli, WPD, December 7, 2018
- Inspection Letter from Captain Kevin DiNapoli, WPD
- Inspection Certificate from Brian Leathe, Building Inspector
- Inspection Email from Captain Jeff Baxter, WFD

Ms. Grammas was not available at the December 11 meeting and the BOS deferred action to this agenda.

Vote: Mr. Clemenzi, moved having met all State and Local Licensing requirements and paid all fees, the Board of Selectmen renew the Wine and Malt Beverages, Retail Liquor License held by Grassy Roots, LLC located at 152 Main Street, through December 31, 2019. The motion carried unanimously.

Tax Classification Hearing and Update on Revaluation

- Memo regarding Q3 Tax Bills
- Average and Median Value, Tax Rate and Tax Bill History 1994-2019

Patty Moore, Finance Director/Treasurer-Collector was present.

The Tax Classification hearing was held last night, December 17, 2018 and the BOS set a classification of one.

The DOR approved the tax rate of \$18.02 per \$1000 of evaluations; even though this is a decrease in the tax rate, the evaluations increased the values of most homes and most tax bills increased. It was noted home values had not changed since FY15.

The next two quarter payments (3 & 4) will be slightly higher to make up for the shortfall of the first 2 quarters and will even out after.

The average increase for a median home valuation was \$770 and 41%/\$321 is attributed to the school operating override.

Ms. Moore explained the process to pay property tax before the end of the year for income tax purposes.

The Finance Office should be ready to take payments at the end of the week.

Adjournment –*The BOS unanimously adjourned at 8:12 pm.*

Respectfully Submitted By
Catherine Tinsley
2.15.19