

TOWN OF WENHAM
Board of Selectmen
Meeting of December 3, 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 December 3, 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 YouTube 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.

Call to Order - With a quorum present, Mr. Wilhelm called the meeting to order at 5 pm.

Selectmen present: Jack Wilhelm, Chair; Catherine Harrison, Clerk

Not present: John Clemenzi, Vice Chair

Also present: Anthony Ansaldi, Town Administrator; Catherine Tinsley, Recording Secretary

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 and recessed until 6:30 pm.

Announcements

- Toys for Tots - On Saturday, December 7th from 9am – 2pm, help our Public Safety Team fill a Fire Truck and Police Cruiser FULL of unwrapped, new toys in their annual Toys for Tots drive. Meet members of the Fire & Police Departments, Sparky the Fire Dog, and Santa! If you can't make it on the 7th, drop your toys at the Wenham Fire Department, Wenham Police Department, or Town Hall this week.
- Wreaths Across America - Join the Veterans Committee at the Main Street Cemetery on Saturday, December 14th at 12:00pm, in laying wreaths on 500 of our Veterans' graves simultaneously with participants at Arlington National Cemetery and communities across the nation. A brief reception will be held at the Wenham Fire Department after the ceremony. Email the Veterans Committee at veterans@wenhamma.gov with any questions.
- Holiday Open House - Please join us here at Town Hall on Tuesday, December 10th from 4:00 – 5:30pm for our annual Holiday Open House as we ring in the holidays. Light refreshments will be served.

Mr. Wilhelm announced the passing of longtime resident Arthur Burt. Mr. Burt served on the Housing Authority and the Community Preservation Committee. On behalf of the BOS, Mr. Wilhelm offered condolences to his wife Janet.

Report – Town Administrator

I hope everybody had wonderful Thanksgiving and had the opportunity to share time with friends and family. On Saturday, November 30th, my wife and I had the pleasure of taking advantage of the Shop Local Hamilton-Wenham Holiday Festival, which is part of the National Small Business Saturday. It was truly a wonderful event, with treats, beverages and even Santa caroling, as we took advantage of what our local businesses had to offer.

It is not only the holiday season that is upon us but the budget season as well. We have started the FY21 budget development by meeting with Department Heads/Committees to go over their capital and operating requests. As discussed in previous TA reports, our early financial forecast finds us with a structural deficit of approximately one million dollars, so difficult decisions will need to be made to be able to present a balance budget at the Annual Town Meeting. With the intent of having a more transparent and engaging budget process, this year “Super Saturday” budget review, on Saturday, December 7th, will be televised by HWCAM. This is a great opportunity for the community to follow along and hear the same message that the Board of Selectmen and the Finance Committee receive.

Public Works - The DPW is just over the half way point for loose leaf collection. Residents can follow along on daily updates by visiting the Town’s website, Facebook, Instagram or Twitter accounts. They have also expanded their operation in the parks and cemeteries. They have also completed our Holiday decorations on the outside of Town Hall. They also continue getting our snow and ice fighting equipment into working order to combat whatever Mother Nature brings their way.

Assessor - On November 19th, the Board of Selectmen voted adopt a Tax Factor of One for the Town of Wenham for Fiscal Year 2020. Assuming the Department of Revenue certifies our tax rate at \$18.94, the median change is in increase of approximately \$50 per month. On December 2nd, we will be meeting with a representative from Patriot Properties to explore moving our assessing database to their platform.

Wenham Tax Rate History

Fiscal Year	Average Assessed Value	Median Assessed Value	Tax Rate	Tax Rate % Change	Average Tax Bill	Average \$ Change from Prior Year	Average % Change from Prior Year	Median Tax Bill	Median \$ Change from Prior Year	Median % Change from Prior Year	Enrollement % Change from Prior Year (3 Yr. Avg.)
2003	\$ 541,800.00	\$475,000.00	\$ 11.03	-5.1%	\$ 5,976.05			\$ 5,239.25			
2004	\$ 536,600.00	\$474,800.00	\$ 11.59	5.1%	\$ 6,219.19	\$ 243.14	3.9%	\$ 5,502.93	\$ 263.68	4.8%	0.6%
2005	\$ 580,800.00	\$502,700.00	\$ 11.91	2.8%	\$ 6,917.33	\$ 698.13	10.1%	\$ 5,987.16	\$ 484.23	8.1%	0.4%
2006	\$ 633,900.00	\$543,900.00	\$ 11.20	-6.0%	\$ 7,099.68	\$ 182.35	2.6%	\$ 6,091.68	\$ 104.52	1.7%	0.2%
2007	\$ 652,400.00	\$546,700.00	\$ 11.67	4.2%	\$ 7,613.51	\$ 513.83	6.7%	\$ 6,379.99	\$ 288.31	4.5%	0.3%
2008	\$ 652,400.00	\$544,200.00	\$ 12.92	10.7%	\$ 8,429.01	\$ 815.50	9.7%	\$ 7,031.06	\$ 651.08	9.3%	0.3%
2009	\$ 654,300.00	\$551,900.00	\$ 13.71	6.1%	\$ 8,970.45	\$ 541.45	6.0%	\$ 7,566.55	\$ 535.49	7.1%	0.3%
2010	\$ 591,600.00	\$503,700.00	\$ 15.56	13.5%	\$ 9,205.30	\$ 234.84	2.6%	\$ 7,837.57	\$ 271.02	3.5%	0.5%
2011	\$ 536,100.00	\$467,600.00	\$ 17.17	10.3%	\$ 9,204.84	\$ (0.46)	0.0%	\$ 8,028.69	\$ 191.12	2.4%	0.4%
2012	\$ 536,100.00	\$467,500.00	\$ 17.89	4.2%	\$ 9,590.83	\$ 385.99	4.0%	\$ 8,363.58	\$ 334.88	4.0%	-0.2%
2013	\$ 504,100.00	\$447,700.00	\$ 18.48	3.3%	\$ 9,315.77	\$ (275.06)	-3.0%	\$ 8,273.50	\$ (90.08)	-1.1%	-0.7%
2014	\$ 504,400.00	\$445,300.00	\$ 18.88	2.2%	\$ 9,523.07	\$ 207.30	2.2%	\$ 8,407.26	\$ 133.77	1.6%	-0.8%
2015	\$ 607,000.00	\$515,600.00	\$ 16.25	-13.9%	\$ 9,863.75	\$ 340.68	3.5%	\$ 8,378.50	\$ (28.76)	-0.3%	0.1%
2016	\$ 597,600.00	\$509,700.00	\$ 16.98	4.5%	\$10,147.25	\$ 283.50	2.8%	\$ 8,654.71	\$ 276.21	3.2%	0.9%
2017	\$ 596,999.00	\$509,550.00	\$ 18.33	8.0%	\$10,942.99	\$ 795.74	7.3%	\$ 9,340.05	\$ 685.35	7.3%	1.4%
2018	\$ 596,999.00	\$509,550.00	\$ 18.79	2.5%	\$11,217.61	\$ 274.62	2.4%	\$ 9,574.44	\$ 234.39	2.4%	1.2%
2019	\$ 669,692.00	\$571,400.00	\$ 18.02	-4.1%	\$12,067.85	\$ 850.24	7.0%	\$ 10,296.63	\$ 722.18	7.0%	1.2%
2020	\$ 671,478.00	\$575,700.00	\$ 18.94	5%	\$12,717.79	\$ 649.94	5.1%	\$ 10,903.76	\$ 607.13	5.6%	1.2%

Police Department - Officers returned from Supervisor School and the Mass Accreditation Conference last week. All reported the training and exposure was very beneficial to enhancing Departmental training as well as keeping our policies, procedures and best practices current with real time assessments.

Fire Department - Unfortunately, the Fire Department reports that they have seen an increase in their call volume for alarms and medical calls. They want to remind the community that they are 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 can be dropped off at either the Police or Fire Stations. The Fire Department will also be donating their time at the Wreaths Across America event on Saturday, December 14th at 12:00 PM.

Town Clerk -New England Clerk Conference was one of the best. Sessions on communication leading to understanding as well as information on making life more bearable for those with disabilities. End of year preparations are under way: Census 2020 and dog registration, notification to elected officials with expiring terms and campaign finance information. FYI - 66 public records requests have come in since January 2019.

Recreation - Both electronic and hard copy versions of the Winter Program Brochure are now available, with over 75 programs are being offered. Winter Programs are set to begin after the new year. We will begin planning for the summer (camp and pool) when we return from Thanksgiving Break.

Consent Agenda

Vote: The Board of Selectmen voted unanimously to approve all items in the consent agenda including the: Minutes – Open Session: June 20, 2019

New Business

- Class II Used Car Dealer Licenses
 - Application with Instructional Memo dated October 28, 2019
 - Used Car Dealer Inspections, Detective J. Lucontoni, November 25, 2019
 - Staff Recommendations: Police, Fire, and Building Departments
 - Burnett’s Garage, 60 Maple Street. There were no issues reported.
- David Burnett, 58 Maple Street, was present. There were no

Vote: The Board of Selectmen voted unanimously to approve the annual renewal of the Class 2 license for Burnett's Garage, Inc., 60 Maple Street, Wenham MA for calendar year 2020.

- Fallon's Auto Service Inc

John Fallon, 233 Main Street was present. There were no issues reported.

Vote: The Board of Selectmen voted unanimously to approve the annual renewal of the Class 2 license for Fallon's Auto Service, Inc., 233 Main Street, Wenham MA for calendar year 2020.

Mr. Fallon questioned the town's policy of charging for fingerprinting each year for used car license renewals.

Mr. Ansaldi responded that in order to run the FBI/ federal and state data base, and even though the fingerprints are on file they may not be run again and require a year to year submission.

Mr. Fallon noted the process has become more complicated with police, fire, building department inspections and background checks. This process was adopted at Town Meeting to include civilian fingerprinting.

Mr. Wilhelm said he would be in favor of reviewing the warrant article as approved by town meeting to address these concerns, and agreed submitted fingerprints once should be sufficient.

- Freeman's Garage

Ed Freeman present. There were no issues reported.

Vote: The Board of Selectmen voted unanimously to approve the annual renewal of the Class 2 license for Freeman's Garage, 34 Arbor Street, Wenham MA for calendar year 2020.

- Liquor Licenses

- Application with Instructional Memo dated October 28, 2019
- Annual Liquor Inspections, Detective J. Lucontoni, November 27, 2019
- Staff Recommendations: Police, Fire, and Building Departments

- Fresh Foods LLC, DBA Wenham Tea House

Chris Keohane, Manager, was present. All requirements met.

Vote: The Board of Selectmen voted unanimously to approve the annual renewal of the restaurant licenses for the Sale of all Alcoholic Beverages and Common Victualler License for calendar year 2020 for Fresh Foods, LLC., DBA Wenham Tea House, 4 Monument Street, Wenham MA., Chris Keohane Manager.

Mr. Keohane also agreed that the license renewal process was problematic and it be further discussed.

- Grassy Roots, 152 Main Street

Jenny Grammas, Manager, was present.

Vote: The Board of Selectmen voted unanimously to approve the annual renewal of the retail license for wine and malt alcoholic beverages and Common Victualler License for calendar year 2020 for Grassy Roots, LLC, dba Grassy Roots, 152 Main Street, Wenham MA., Jenny Grammas manager.

- 97 Market Inc.

Albert Abdelmalak, owner, was present.

The BOS acknowledged that the town recently received information that the building has been sold. The BOS inquired if this would impact the business. Mr. Abdelmalak responded that he has a 15-year lease that was purchased along with the building and no changes are expected to impact his business. The BOS asked for a copy of the lease and a confirmation letter from his attorney that the new owner can't terminate the lease. Action on the license was deferred to the next, December 10 Bos meeting.

- Present Draft Working List of Warrant Articles

Jackie Bresnahan was present and referenced a PowerPoint presentation of town meeting warrant articles:

1. Budget appropriations
2. Potential Operating Override
3. Articles utilizing free cash, if necessary
4. Cemetery and Other Trust Funds
5. Cemetery Maintenance Fund Transfer
6. Road Work -Chapter 90 Funding
7. Transfer from Water Operating Budget to Water Capital Reserve Fund
8. Local Option Adoptions for Meals & Room Occupancy Excise (possible to generate \$15,000 collected by state)
9. CPA Appropriations

10. General Code - Administrative to recommend formatting changes
11. General Code substantive (format changes)
12. General Bylaw Demolition Delay (Historical Commission)

13. Zoning Bylaw Rezoning of Boulder Lane
14. Zoning Bylaw Changes for MS4 and in response to Action Grant
15. Election of Officers

Ms. Harrison suggested to add place holder for debt exclusion or capital override.

There was a brief discussion of a Special Town Meeting in the fall specifically for zoning articles and bylaws with no financial impact to reduce the number of articles at the annual town meeting.

A meeting to review the Town Meeting agenda will be held in the first of the year 2020.

- One Day Liquor License Regulations – Discussion regarding one day liquor licensing regulations

Mr. Ansaldi initiated a discussion to consider revising the town's liquor license issue policy to authorize the Town Administrator to approve a liquor licenses i.e. for funerals, or unforeseen events that are unknown 30 days in advance or do not meet the 48-hour posting.

The BOS were supportive to consider such an amendment to the policy as allowed under local jurisdiction. Mr. Ansaldi will work with Town Counsel on draft language.

Adjournment – *The BOS unanimously adjourned at 7:26 pm.*

Respectfully Submitted By
Catherine Tinsley
1.3.2020