

TOWN OF WENHAM  
Board of Selectmen  
Meeting of February 10, 2020  
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 February 10, 2020 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.

#### 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 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

Ms. Davis, Cherry Street, Vice Chair of the Historic District Commission/ Historic District, stated the HDC/HD stated there will be a Public Hearing Thursday February 12 regarding the proposed 6-month Demolition Delay Bylaw.

#### Announcements

- The BOS are accepting letters of Interest for the Wenham Day Committee
- Wenham Board of Health Announces Blood Pressure Clinics at Town Hall February 12 & March 11, 3:30 – 5:30pm
- There is a Health Resource Fair April 15, 3:30 – 6:30pm.

#### Reports

The Town has hired Greatblue Research to conduct telephone and digital surveys regarding resident's satisfaction with services and the demand for additional opportunities, programs and services within the community. The survey will be conducted February 17- March 21; these calls will have the area code 860. A post card mailing regarding the survey will be sent to residents. An on-line version of the survey will be available from February 24 to March 6) The results of the survey will be discussed at the March 24 BOS meeting.

The Town of Manchester-by-the-Sea received a grant through MAPC (Metropolitan Area Planning Council) for a Peer Town Operations and Cost Comparison Project. Wenham was invited to participate along with 8-10 other local communities. The project will provide the town with data that would help with budget decisions and recommendations for operational reforms and innovations. The project should take about 4 months.

- Wenham Connects – Service Day update

Marion Cannon, Chair of Wenham Connects was present and spoke on the change to the service day as previously presented. The service day project will be downsized and a larger one will be planned for next year (2021). The Cemetery Commission has invited Wenham Connects to hold a service day in the Cemetery. Ms. Cannon questioned liability to the town and noted this would be looked into prior to finalizing the project.  
Wenham Connects is also considering a project with the DPW to clean trash from specific area/street(s), to be determined.

#### New Business

- Joint Meeting with Wenham Housing Authority (WHA) for Joint Appointment (2 candidates)
  - Public Notice as published

Approved 03.17.2020

- Letter from J. Wilhelm to B. Blanchard, Chair WHA re joint meeting appointment January 7, 2020
- Resume & Letters of Interest
  - Mark L. Carleo
  - Kelly N. Schmidt

Wenham Housing Authority members present: Sue Herrick; Bruce Blanchard; Elizabeth Craig McCormack; Suzanne Thomas  
Also present not participating: Paula Mountain, Executive Director.

Both candidates were present and spoke on their interest in serving on the Wenham Housing Authority. Acknowledging these were both good candidates, the BOS asked for input from the Housing Authority. Mr. Blanchard noted that the Housing Authority has not had an opportunity to discuss the candidates and collectively make a recommendation to the Board.

Ms. Harrison read the motion recommending Mark L. Carleo. A brief discussion followed that both candidates were qualified but with Mr. Carleo's passion he would be the candidate to bring forward.

It was noted that both candidates took out papers for the 2020 election.

*Vote-The Board of Selectmen and the remaining members of the Wenham Housing Authority voted unanimously, pursuant to MGL C.121B, §5 and C.41, §11, to appoint Mark L. Carleo to fill the vacancy on the Housing Authority board until April 9, 2020.*

- Discussion and Potential Approval of Hamilton Wenham Little League (HWLL) Shed at Pingree Park
  - Email from S. Ashwood to A. Ansaldi re HWLL request to place shed at Pingree Park January 9, 2020
  - Letter from S. Ashwood, HWLL BOD to BOS re Potential placement of shed on town property at Pingree Park January 9, 2020
  - Photo current shed at Pingree Park and Renderings of new proposed shed
  - Town of Wenham License to enter and use real property agreement with HWLL April 10, 2016
  - Amended red line version of the Town of Wenham License to enter and use real property agreement with HWLL February 4, 2020
  - The request from the Hamilton Wenham Little League is to place a 16' x 12' shed alongside the existing shed located in Pingree Park to house equipment.

Jay Hermsen, HWLL Board of Directors representative, was present and spoke on the request to place an additional shed at the Pingree Park. Mr. Hermsen said the HWLL received the gift of a mower and rake from Iron Tree Service and Maestranzi and need a structure to accommodate this equipment. The request is to place an identical shed with a larger door adjacent to the existing shed. Iron Tree will construct the crushed stone foundation upon which the shed will be placed. The HWLL will own the shed and it is covered under their insurance. Ms. Harrison requested that since this is the town's only park, the shed be placed mindfully so it minimizes the use of open space. The agreement with the HWLL was amended to include this structure.

*Vote: The Board of Selectmen voted to approve the License to Enter and Use Real Property with the Hamilton-Wenham Little League to install a 16'x12' shed adjacent to their current shed at Pingree Park.*

- Discussion and Potential approval to set hearing to update policies in the Employee Handbook.
  - According to the Section II (Legal Affairs) of the Town's By-laws, a public hearing, notice of which is to be published at least (7) days prior to the hearing in a newspaper of general circulation in the town, shall be held prior to the adoption or change of any Personnel Policy.

Mr. Ansaldi reviewed that the Employee Handbook has not been updated since 1997. Having just gone through the Anti - Discrimination & Sexual Harassment training Mr. Ansaldi worked with Town Counsel to update these policies. He observed that there was now two additional Electronic Communications and Information Technology Acceptable Usage Policy.

Mr. Ansaldi spoke on other policies that also need to be updated in the near future.

Town Counsel has reviewed the updated policies.

*Vote: The Board of Selectmen voted unanimously to conduct a Public Hearing to adopt and/or make changes to the following Town's Personnel Policies. Said hearing to be held on Tuesday, March 2, 2020 at 6:30 pm in Buker Elementary School, 1 School Street, Wenham.*

- Equal Employment Opportunity, Anti-Discrimination and Harassment (including Sexual Harassment) Policy
- Electronic Communications and Information Technology Acceptable Usage Policy

- Appoint Alternate Representative to the Metropolitan Area Planning – Town Administrator
  - MAPC Letter to A. Ansaldi January 16, 2020

The position of Wenham's Alternate Representative to the Metropolitan Area Planning Council (MAPC) is currently vacant. In accordance with the provisions of Massachusetts General Laws, Chapter 40B, Section 24, when the term of an appointed member expires, his/her successor shall be appointed for a term of three years. The term of office for Alternate must be for the same 3-year term as the term for the Representative. In August, the Board appointed Margaret Hoffman as the representative to the MAPC whose term expires on June 30, 2022. Because Ms. Hoffman is part time employee, an alternate may be appointed. Mr. Ansaldi offered to be this person.

Approved 03.17.2020

*Vote: The Board of Selectmen voted unanimously, pursuant to MGL C.40B, §24, to appoint Anthony M. Ansaldi, Jr. the Town of Wenham's alternate representative on the Metropolitan Area Planning Council (MAPC) from February 11, 2020 to June 30, 2022.*

- Review & potential vote to place several draft articles on the warrant:
  - 1. Meals Tax.
  - 2. Room Occupancy
  - 3. Treasurer Collector Education Stipend
  - Local Adoption Memo
  - Data projections from the Department of Revenue 2009 – 2016

- Local Sales Tax for Meals Ch 64L §2

Mr. Ansaldi explained communities have the option of adopting the Massachusetts Meal Tax of .75%. This would apply to gross receipts restaurant meals originating within the town by a vendor.

Initiating this tax must be approved at Town Meeting.

Mr. Ansaldi fielded questions from the Board. He noted the State already collects a meals tax. This adds an additional .75% to the state sales tax. The funds collected from the .75% are returned to Wenham estimated at \$10,000 – \$15,000.

Ms. Harrison requested information from DOR identifying those businesses this applies to ie Gordon College, Tea House, etc.

*Vote: The Board of Selectmen voted unanimously to place on the warrant for the April 4, 2020 [Annual/ Special] Town Meeting, subject to approval as to form by Town Counsel including Local Sales Tax for Meals CH 64L § 2 at 0.75%.*

- Local Occupancy Excise Tax Ch 64G §3A

Mr. Ansaldi explained this is a similar tax to the meals tax. This would increase the occupancy excise tax up to 6% to what the state is already collecting from businesses. Most Town's collect the full 6%.

*Vote: The Board of Selectmen voted unanimously place on the warrant for the April 4, 2020 [Annual/ Special] Town Meeting, subject to approval as to form by Town Counsel including Local Sales Tax for Meals CH 64g § 3A at 6%.*

- Treasurer Collector Education Stipend (Adoption of Chapter 41 Section 108P)

Mr. Ansaldi explained this is a state initiate to give \$1000 stipend to those Treasurer Collectors that are awarded a certificate by the Massachusetts Collectors and Treasurer Association as a certified Massachusetts municipal collector.

The Board did agree with this as a state mandate but that the town put a similar stipend be filed with the town.

*Vote: The BOS voted unanimously not place "Treasurer Collector Education Stipend"(Adoption of Chapter 41 Section 108P) onto the 2020 Annual Town Meeting warrant and that the Town Administrator and BOS execute a document (memo) that provides for the same compensation upon certification.*

**Adjournment** – *The Board unanimously adjourned at 7:58 pm.*

Respectfully Submitted By  
Catherine Tinsley  
2.18.2020