

TOWN OF WENHAM
Board of Selectmen
Meeting of February 21, 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 February 21, 2019 at 5 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

Call to Order - With a quorum present, Ms. Harrison called the BOS meeting to order at 6:01 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 Information

- Meeting packet
- Open Session was recorded with permission by HWCAM

Executive Session - Water Superintendent

Vote: Ms. Harrison moved 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 regarding contract negotiations with the Water Superintendent, and to return to open session. The motion carried unanimously by roll call vote.

The BOS returned to open session at 6:21 pm.

Announcements

- Warrant Hearing – Monday, April 1, 2019 7:00 pm, Buker Elementary Multi-Purpose Room
- WVIS Luncheon – Saturday, April 6, 2019 12:00 pm, Buker Elementary Multi-Purpose Room
- Annual Town Meeting – Saturday, April 6, 2019 1:00 pm, Buker Elementary Perkins Auditorium
- Annual Town Elections – Thursday, April 11, 2019 7:00 am – 8:00 pm, Town Hall

Consent Agenda

Vote: Ms. Harrison moved to approve all items in the Consent Agenda as presented with the Executive Session Meeting minutes of December 4, and December 11 to be HELD until further notice and the Executive Session Joint with CPC meeting minutes from January 15, 2019 to be released. The motion carried unanimously.

A. Minutes

1. Open Session: December 1, 2018; December 4, 2018; December 11, 2018; December 18, 2018; January 15, 2019; February 5, 2019; February 5, 2019 Joint with HWRSD, Wenham FinCom, Hamilton BOS, Hamilton FinCom
2. Executive Session: December 4, 2018; December 11, 2018; January 15, 2019 (1) Joint with CPC

B. American Diabetes Association, Tour de Cure Race, Sunday, May 19, 2019

C. Hamilton-Wenham Friends of the Arts, Melody Miles Road Race, Saturday, May 25, 2019

New Business

- Vote to Place Adoption of MGL Chapter 59 Section 5 Clause Forty First C 1/2 to the April 2019 Ballot
Article 26: Local Acceptance: Modification to Senior Circuit Breaker Tax Exemption Program
 - Clause 41 C ½ Senior Tax Exemption Wenham Estimates Based on FY18 Values
 - Clause 41 C ½ Property Tax Exemption for Seniors, Division of Local Services Information Guideline Release

Approved 05.13.19

Vote: Mr. Clemenzi moved and it was seconded, to place the adoption of MGL Chapter 59, Section 5, Clause Forty-First C 1/2 on the 2019 Annual Town Election Ballot in the form of the following question: "Shall G.L. c.59, §5, Clause Forty First C 1/2, granting real estate property tax reductions to qualifying senior citizens, be accepted?". Under Discussion.

Mr. Lombardi reviewed this was an article on the 2018 Town Meeting that passed to be placed on the 2019 ballot. This updates the Town's policy to mirror the state's income eligibility standards of the senior Circuit Breaker Program. The age was also reduced from 70 to 65. The rebate per person will vary depending on home value. The projection is that there are 90 seniors eligible to participate in town.

The Overlay Budget for FY20 was increased from \$135,000 to \$195,000 in anticipation of this passing at the ballot.

The motion carried unanimously.

- Review and Potential Approval of Accela Master Services Agreement for Shared Inspectional Service E-Permitting Platform
 - Proposed Accela Master Services Agreement

Vote: Mr. Clemenzi moved, and it was seconded, to approve and execute the Accela Master Services Agreement as presented for the Shared Inspectional services E-Permitting platform. Under discussion

Mr. Lombardi gave a brief overview of the value of the Accela program which is used, in part, for electronic permitting. The Town received about \$40,000 from the Community Compact IT grant for initial set up /design/ training to transition to this new software platform. This allows residents and contractors to file electronically and includes data storage and aggregating capabilities.

The Town of Hamilton previously had no electronic permitting system and is coming in under Wenham's grant funding. Going forward Hamilton will share the annual cost through the Inter Municipal Agreement for shared inspectional services.

This also includes ties in with the Land Use Departments and provides updates on actions by the Boards/Committees.

The motion carried unanimously.

Old Business

- Update on Town Administrator Search Process
 - Memo regarding Interim Town Administrator Candidates from P. Lombardi, February 20, 2019

Ms. Harrison announced the Board of Selectmen would interview three potential candidates, on Monday February 25, in open session and anticipated to select one of the candidates at the regular BOS meeting the following evening. Pending a successful contract negotiation, the interim Town Administrator would work with Mr. Lombardi prior to his leaving and start in the position in April for up to 6 months. The interim manager is expected to work 25-35 hours a week.

The public and staff were encouraged to give feedback to the BOS after the interviews through the Town Administrator office.

Ms. Harrison noted that the BOS had previously agreed to use a consulting firm to assist with searching for a permanent Town Administrator. Request for Quotes will be sent to three consulting firms; these interviews will be held March 19.

The BOS will continue to discuss a screening Committee, the charge and composition.

- Maple Woods Senior Affordable Housing Project Update
 - FY20 CPA Appropriations: Anticipated Motions/CPC Recommendations
 - CPA Fund Balances FY2020 Planning Document

Ms. Harrison reported the Town was waiting for final Settlement Documents from the mediation of the parties and was currently working from the Term Sheet. After Settlement Documents are approved there must be a joint motion from the litigants and the Town to the court that it remand the Comprehensive Permit back to the Zoning Board of Appeals for a new Public Hearing.

The Community Preservation Committee voted to recommend to Town Meeting to fund the Harborlight/ Maple Woods project application for \$ 750,000 with contingencies.

The Town is waiting for an independent appraisal report for 62 Maple Street from Shannon Company.

- FY20 Budget Update
 - Email regarding FY20 Budget Workbook with HWRSD Final Budget and BOS & FinCom Priorities from Peter Lombardi, Town Administrator, February 19, 2019
 - Town of Wenham FY 20 Recommended Budget, February 19, 2019
 - FY20 Budget Requests Above Level Services, Aggregated BOS and FinCom Feedback – February 14, 2019

Ms. Harrison complimented the Finance Committee for their thoughtful discussion and observed they had a good grasp on the different parts of the budget.

Mr. Lombardi gave a brief update and overview of the town budget and school overrides on the Town Meeting Warrant. He noted many capital and service items were not included in the initial budget to keep the budget as tight as possible. He noted both the BOS and the Finance Committee prioritized these and agreed to add the following into the FY20 operating budget:

- o Increase Finance Assistant position by 3 hours a week
- o Increase hourly rate to COA Administrative Clerk & Van Drivers / Town Clerk Assistant internal/external market rate
- o Addition of IT back up and disaster recovery services
- o Level funding of highway capital
- o New protective gear /air packs for firefighters; this purchase would be split between FY20 and FY21.

The total impact to add these items back into the FY20 Budget \$107,000.

With the addition of these items in the Town's operating budget, the operating override for the school increased from \$560,000 to \$665,000.

Mr. Lombardi summarized a lengthy discussion the BOS and FinCom had regarding the cost of \$40,000 for loose leaf pick-up and if it should remain in the FY20 budget. It was agreed to make a motion on town meeting floor to reduce/remove this line from the budget due to the impact to the budget. It was observed the Town could transition to a bagged leaf pick-up service by Casella, annual cost about \$12,000. Not only would this free up the DPW to do work in-house that is currently being contracted out during the 2 months the DPW is doing leaf pickup, i.e. landscaping costs and stormwater testing, but also reduce expenses related to loose leaf pick-up for equipment, equipment repairs/maintenance, and fuel (\$13,000).

Also discussed was to whether or not to replace the DPW backhoe. The DPW Director has indicated that a new backhoe could wait until FY21 with options to rent a backhoe or borrow one from Hamilton in an emergency.

Mr. Lombardi noted that the concept of a special purpose stabilization fund for school enrollment shift costs did not meet the criteria to fund enrollment shift.

The BOS will finalize the budget Tuesday night and close the warrant.

Adjourn- The BOS unanimously adjourned at 7:20 pm.

Respectfully Submitted By
Catherine Tinsley
3.11.19