

TOWN OF WENHAM
Board of Selectmen
Meeting of April 30, 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 April 30, 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

Call to Order - With a quorum present, Ms. Harrison called the BOS meeting to order at 5:45 pm
Selectmen present: Catherine Harrison, Chair; John Clemenzi, Vice Chair; Jack Wilhelm, Clerk
Also present: John Petrin, Interim Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

The meeting was recorded by HWCAM with permission
Meeting packet

Executive Session – Hamilton Wenham Youth Soccer Association

Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (6) – To discuss the purchase, exchange, leave, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town re HWYSA and to return to open session. The motion carried unanimously by roll call vote.

The BOS returned to open session at 6:09 pm and recessed until 6:30 pm.

Ms. Harrison introduced John Petrin as the Interim Town Administrator.

Ms. Harrison congratulated Mr. Wilhelm on being re-elected to the Board of Selectman and noted the Board would reorganize at the end of the meeting.

The agenda was taken out of order with consent.

*Veterans Committee: Recognition of Stuart S. Corning's Public Service

A two-minute recess was called at 7:06 pm.

*Update on Wreaths Across America, Review and Potential Change to Committee Charge Update & PowerPoint Presentation

Public Input

Gerad Ward, Mayflower Drive, requested that the BOS put OPEB on an agenda in 2019 and look at the OPEB "issue" citing the liability continues to grow. Ms. Harrison responded that the Town of Wenham has a plan for OPEB.

Announcements

- Introduction of new Library Director, Kim Butler – Julie Clay, Hamilton-Wenham Library Board of Trustees Chair
Julie Clay was present and introduced the new Library Director, Kim Butler who officially started April 29, 2019. Ms. Butler gave a brief overview of her career in libraries since 2001.

On a side note, Ms. Butler explained two men are visiting and reviewing/grading every library in the state; Hamilton Wenham has been number one until last week after Woburn opened a new library and is now second.

- Hydrant Flushing around town continues through May 10th between the hours of 8 am and 2 pm

Reports

- Town Administrator – Update: Interim Town Administrator John Petrin
 - The Town received Essex County Sheriff, Kevin Coppinger's Annual Report.
 - National Grid has notified the Town that they would be working on Sundays for the next few months due to the backlog of work that resulted from the strike.

- National Guard/ Coast Guard are conducting an Aerial Imagery and Hoist Training exercise out of out of the Beverly Airport(tomorrow) May 1; helicopters may be seen.
- Selectmen - Selectman Clemenzi reported that he has had a fire/ police scanner the past month to better understand the fire police responses to events around town ad recognized them for their efforts and their expansive training.

Consent Agenda

A. Minutes: Open Session: March 5, 2019; March 26, 2019; April 2, 2019; April 6, 2019

Executive Session: February 21, 2019; March 5, 2019 #1; March 5, 2019 #2 March 26, 2019; April 2, 2019

Vote: Mr. Clemenzi moved to approve all items in the Consent Agenda as presented, including the release of Executive Session meeting minutes of February 21st and March 5th set #1 and the Executive Session meeting minutes of March 5th set #2, March 26th and April 2nd to be held until further notice. The motion carried unanimously.

New Business

- Appointments
- Local Inspector: E. Peter Swindell
 - Resume for E. Peter Swindell

Vote: Ms. Harrison moved to appoint E. Peter Swindell as Local Inspector for a term beginning April 30, 2019 and ending March 31, 2020. The motion carried unanimously.

- Provisional Firefighters: Ryan Leboeuf, Roberto Oyola, Chris Swiniuch
 - Letter from Stephen Kavanagh, WFD Chief

Chief Kavanagh was present to recommend the appointments of the provisional firefighters who have completed the Wenham Fire Department's 3-month intern program.

Vote: Ms. Harrison moved to appoint Ryan Leboeuf, Roberto Oyola, Chris Swiniuch as Provisional Firefighters for terms beginning on April 30, 2019 and ending June 30, 2019. The motion carried unanimously.

- *Veterans Committee: Recognition of Stuart S. Corning's Public Service
 - Introduction & PowerPoint Presentation
 - Presentation of Proclamations
 - Presentation of Veterans Memorial Paver

Mr. Wilhelm introduced retired Captain Dean Pedersen, Chair of the Veteran's Committee, who gave a brief introduction in honor of Colonel Stuart Corning, Army Veteran 1943-1984.

Bill Wilson, Veteran Committee member, narrated the presentation of Mr. Corning's military career and referenced a PowerPoint presentation.

Mr. Corning was presented with an engraved paver to be placed at the Veteran's Memorial and an Army Cane by the Veteran's Committee Chair, Mr. Pedersen.

Mr. Wilhelm read the proclamation from the BOS to Colonel Stuart Corning in recognition of his military service and recognized this 30th day of April as Colonel Stuart Corning Day.

AJ Paglia, from Senator Bruce Tarr's office, presented Stuart Corning with the Senator's Proclamation and the Governor's Proclamation, and Representative Brad Hill read a proclamation from the House of Representatives recognizing Colonel Stuart Corning for his 35 years of military service.

- Update on Wreaths Across America: Review and Potential Change to Committee Charge*
 - Update & PowerPoint Presentation
 - Proposed Update to Veterans Committee Charge

Bill Wilson, Veteran Committee spoke on behalf of the Veteran Committee to request the BOS support a change to the Veterans Committee Charter to add Wreaths Across America to the Veteran's Committee's responsibilities.

Mr. Wilson referenced PowerPoint presentation on Wreaths Across America and the Veteran's participation to fundraise, plan and organize this event to purchase the wreaths and place on Veteran's graves in the Main Street Cemetery; last year the oldest graves were included in the event and it is hoped to have wreaths for all Veteran's graves.

The proposed amendment was to add Wreaths Across America under the section: Plan & Organize.

Vote: Mr. Wilhelm moved the Board of Selectmen accept the amendments to and approve the proposed update to the Veterans Committee Charge. The motion carried unanimously.

- Preliminary Review of Draft Chapter 61 Right of First Refusal Policy Recommendations from Open Space & Recreation Committee (OSRC)
 - Draft Town of Wenham Chapter 61 right of First Refusal Policy
 - Draft of Town of Wenham Chapter 61 Intent to Sell Checklist
 - Massachusetts General Laws Chapter 61 Policy & Procedure for the Town of Wenham PowerPoint Presentation

Earnest Ashely, Chair of the OSRC was present along with Missy Berry, Conservation Coordinator / OSRC staff support. A PowerPoint presentation was referenced to provide an overview of the First Refusal Policy.

The intention of the First Refusal Policy was to give the Town guidance and procedure through the Right of First Refusal to purchase a so called "Chapter property" as outlined in the Open Space & Recreation Plan. Chapter 61 offers property tax benefits to property owners that commit to keeping land undeveloped for agriculture, forestry, or recreational use. If the property is to be sold, the Town has the right of first refusal to purchase the property. This process is triggered when the landowner intends to sell the land for residential, commercial or industrial use or the landowner maintains ownership of their land and changes the land use to residential, commercial, or industrial use or if the landowner withdraws from the program and changes the land use within 12 months or within one fiscal year.

Ms. Berry reported that the State of Massachusetts approved Wenham's Open Space Action Plan.

As part of this plan the OSRC was charged with developing a right of first refusal policy and procedure. The OSRC researched procedures from several municipalities and Mass General Laws to provide clear direction to the Town.

Missy Berry, further spoke on the details and outlined the policy and the procedure to purchase a property.

The OSRC recommended the BOS send notification to abutters of those parcels the Town is interested in purchasing. A parcel matrix was created for this process.

Town Counsel participated in drafting the policy to assure the timing of the Law was carefully followed.

The Committee recommended building a relationship with those owners of chapter property to plan for the future.

A funding source was noted as the most important aspect of the policy and yet, none exists.

The BOS was asked to review the draft policy and submit comments to Ms. Berry by May 20.

- Potential Approval and Execution of Settler's Lane Quitclaim – The agenda item was not ready and was passed over.
- Discussion & Potential Approval of Proposed Changes to BOS Policy Re Appointing Residents to Boards & Committees
 - Draft Appointment Process: Boards & Committees
 - Proposed Appointment or Re-Appointment Request

The proposed change to the Appointing Policy included the addition of a direct application form for an appointment request on the Town's web site. Interested candidates may also email a letter of interest or mail a letter of Interest.

It was hoped the proposed change would streamline the appointment process.

It was clarified that those emails received from residents interested in serving on the Town Administrator's Screening Committee would be accepted during this transition time.

Note: Ms. Harrison moved to approve the proposed revision to its Appointment Process for Boards and Commissions. The motion carried unanimously.

Mr. Petrin will provide an update to the BOS on the Town Administrator Screening Committee immediately.

- Review and Potential Approval of MIIA FY2020 Renewal Proposal
 - Letter regarding FY 2020 Renewal Proposal for Property, Liability & Workers' Compensation from Patricia Sullivan, Senior Account Executive, March 29, 2019

Note: Mr. Wilhelm moved the Board of Selectmen accept the Massachusetts Interlocal Insurance Association's Property & Casualty and Worker's Compensation renewal rate proposal of 1% for FY20. The motion carried unanimously.

- Affordable Housing Trust Recommendation for Funding – Administration Project
- Recently approved amendments to the Action Plan

There is incomplete information on some of the affordable units in Town. The Trust proposed a project to complete the information on each affordable unit in town, possibly by an intern. There would be associated costs.

Because the Trust may not spend money independently, the request before the BOS was to approve funding not to exceed \$3000 for the project. Mr. Wilhelm suggested using senior or veterans for this project to the extent possible.

Note: I move that the Board of Selectman approve the Affordable Housing Trust's recommendation to spend an amount, not to exceed \$3000, for town staff to complete a documented inventory of affordable housing in Wenham. The motion carried unanimously.

- Update on Town Administrator Search Process, Public Forums, Date for Screening Committee
 - Letters
 - Town Administrator Search Public Forums and Screening Committee Flyer

Ms. Harrison gave a brief update on the Town Administrator search. MRI placed the advertisement for the position on April 11 the deadline to respond is in mid-May. MRI is preparing a candidate profile; the BOS will be asked to give input as to the qualifications and attributes they are looking for in a Town Administrator; the Department Heads will also meet with MRI. MRI is conducting three public forums to gather information from the public regarding the (new) Town Administrator on Monday May 6 at 10 am, 12:30 pm and 7 pm; this information is on the Town web site. MRI has an email address for residents to submit comments to get as much input as possible.

It was anticipated that the Screening Committee would begin to meet in June and meet 3 to 4 times.

Ms. Harrison will provide similar information from the Town Administrator search conducted five years ago.

Old Business

- Potential Approval of First Church Community Preservation Act Grant Agreement
 - Proposed Community Preservation Act Agreement between the Town of Wenham and First Church in Wenham
 - Email from Peter Twining for First Church in Wenham, April 5, 2019
 - Email from Peter Twining for First Church in Wenham, April 4, 2019
 - American Steeple & Tower Co. Inc. Invoice, November 6, 2015
 - Presto Carpentry, Painting & Roofing, Invoice #2667, September 23, 2015

The First Church has agreed to the wording in the Community Preservation Act Agreement and provided the work invoices for the Town Clock repair as requested.

Note: Mr. Wilhelm moved to approve the proposed Community Preservation Act Grant Agreement with the First Church in Wenham. The motion carried unanimously.

The Finance Department will be notified of this motion for the records.

Board of Selectmen - Reorganization of Officers

Election of: a. Chair, b. Vice Chair, and c. Clerk

Ms. Harrison opened the meeting for officer nominations; the terms are through the next annual election in 2020.

Mr. Clemenzi observed there is typically a rotation of the Chair, but more importantly it should be the selectman with the time and commitment and went on to say that his work schedule was "horrendous" and removed himself for consideration to Chair the BOS.

Mr. Clemenzi nominated Jack Wilhelm for Chair. Mr. Wilhelm accepted the nomination.

Mr. Wilhelm nominated John Clemenzi as vice Chair. Mr. Clemenzi accepted the nomination.

Mr. Wilhelm nominated Catherine Harrison as Clerk. Ms. Harrison accepted the nomination.

The Selectmen briefly spoke on the upcoming year and the tight budget forecast and the goal to work closely together with the Town of Hamilton and the Hamilton Wenham Regional School District.

Adjournment - *The BOS unanimously adjourned at 9:03 pm.*

Respectfully Submitted By

Catherine Tinsley

5.8.19