

TOWN OF WENHAM
Board of Selectmen
Meeting of June 18, 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 June 18, 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, Mr. Wilhelm called the meeting to order at 5:45 pm.

Selectmen present: Jack Wilhelm, Chair; John Clemenzi, Vice Chair; Catherine Harrison, 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 #1 Community Preservation Act Grant Agreement

Executive Session #2 Town Administrator Contract Conditions

Vote: I move the BOS enter into executive session under M.G.L. Ch. 30A, § 21 (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares regarding the Community Preservation Act Grant Agreement and to include Jackie Bresnahan, and to continue in Executive Session regarding the Town Administrator's Contract Conditions, and to return to open session.

The BOS returned to open session at 6:29 pm.

Public Input

Gary Cheeseman, Cemetery Commission, recognized 13 senior students from the Lima Christian School New York, who spent a portion of their day at the Fairfield Family Cemetery, William Fairfield Drive raking leaves, cutting brush, and most importantly installing the granite pillars.

Dana Bagnell, Cemetery Commission, was recognized and thanked for his 14 years of service on the Commission. Mr. Bagnell is not seeking another term.

Announcements – Announcement details can be found on the Town's Web Site

- Applications Available for 40 Hull Street Habitat of Humanity of the North Shore Project on the Town's website; applications are due August 2nd. Application informational meetings are scheduled June 27th 10 am & 7 pm to be held at the First Church in Wenham.
- Annual Community Block Party – Saturday, June 22, 2019, 4:00 – 9:00pm
- Open Meeting Law Summer School – Wednesday, June 26, 2019, 7:00 – 8:00pm
- Sign Up for our Fall 2019 Citizens Leadership Academy
- Town Administrator Search Committee Update- The Board of Selectmen will interview four candidates, for Town Administrator, recommended by the Screening Committee on Thursday, June 20th starting at 5:45pm in the Selectmen's Room. The meeting will be televised live courtesy of HWCAM on Comcast Channel 8 & Verizon Channel 36, as well as streaming on YouTube.

Reports

- Route 1 A - Mr. Petrin reported that he is working with State Representative & Senator regarding funding for Route 1A; the funding request is with the Conference Committee. The project is currently at the 25% planning phase. If the funding is received, the Engineers are ready to proceed. The Town needs \$180,000 for the 25% phase. Once the funds are received a consultant will be hired to work with the Town on the 25% design plan.

Approved 08.20.19

- Facilities Manager - DPW Director. Bill Tyack, has taken the lead on interviews of candidates for the Facilities Manager. It was anticipated to present a final candidate to the BOS in July.
- Ms. Harrison asked for an update on the Longfellow Road Betterment project. Mr. Petrin stated he is working to pull information together; this is the next big project on his list.

Consent Agenda

Note: The BOS unanimously moved to approve all items in the Consent Agenda as presented, including the release of Executive Session meeting minutes of February 12th, March 15th, and March 19th and to Hold the Executive Session meeting minutes of April 30th until further notice.

- One Day Liquor License Request – Jessica Morehouse, Leena’s Bartending & Catering Professionals Carr – Wall Wedding Shower at First Church in Wenham, Saturday, June 22, 2019, 4:30pm – 8:30pm
 - One Day Liquor License Application with Check for \$100
 - Certificates of Insurance & Tips Certification
 - Email recommendations received June 14, 2019 from: T. Perkins, WPD Chief; J. Baxter, WFD Captain; J. Bresnahan, Permitting Coordinator & Special Projects Manager
- Minutes
 - Open Session: February, 12, 2019; February 25, 2019; March 19, 2019; March 28, 2019; April 30, 2019; June 4, 2019
 - Executive Session: February 12, 2019; March 15, 2019; March 19, 2019; to Hold the ES April 30, 2019

New Business

- Appointments
Openings remain on the following Boards/Committees:
 - Audit Committee
 - Conservation Commission
 - Council on Aging
 - HW Cultural Council
 - Iron Rail Commission
 - WISSH Committee
 - ZBA Associate
 - Hamilton-Wenham Community Access & Media

There is an opening on the Finance & Advisory Committee; this appointment is made by the Finance Appointing Committee. Ms. Harrison noted that Boards and Committees should re-organize following the appointments.

The Police Chief Perkins and Captain DiNapoli were present and spoke on the process to fill the Sergeant’s position. Two officers applied for the Sergeant’s position and were interviewed and scored by an interview board. The Board included the Chief, the Captain, and an outside Deputy Chief from Burlington. Officer Marsh received the highest score and was recommended for this promotion.

- Police Department: Sergeant David T. Marsh

*Note: The BOS unanimously appointed **David T. Marsh** as Sergeant for term beginning June 18, 2019 and ending June 30, 2020.*

- Animal Control Officer: Stephen B. Kavanagh

*Note: The BOS unanimously appointed **Stephen B. Kavanagh** as **Animal Control Officer** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- Animal Control Indigenous: Stephen B. Kavanagh

*Note: The BOS unanimously appointed **Stephen B. Kavanagh** as **Animal Control, Indigenous** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- Clock Winder: Stephen B. Kavanagh

*Note: The BOS unanimously appointed **Stephen B. Kavanagh** as **Clock Winder** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- Audit Committee – Mr. Wilhelm stressed the importance for the Audit Committee to be at full appointment; one additional person is needed as this is a three- person Committee.

*Note: The BOS unanimously appointed **John O. Wilhelm**, to the Audit Committee for (1) year terms beginning July 1, 2019 and ending on June 30, 2020.*

*Note: The BOS unanimously appointed **Richard P. Jones**, to the Audit Committee for (1) year terms beginning July 1, 2019 and ending on June 30, 2020.*

- Cemetery Commission – This appointment fills the term of D. Bagnell.

*Note: The BOS unanimously appointed **William J. Wilson, III** to the Cemetery Commission for a term beginning June 18, 2019 and ending June 30, 2020.*

- Community Preservation Committee

*Note: The BOS unanimously appointed **Patrick J. Waddell**, to the Community Preservation Committee for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

*Note: The BOS unanimously appointed **William F. Weihs** to the Community Preservation Committee for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

- Conservation Commission

Phil Colarusso was present and spoke to the openings on the Conservation Commission, specifically to the reappointment of one member that submitted a letter of interest but has been unable to attend meetings over the past few years; as a result, the Commissioners have been discussing the Commission membership be reduced from 7 members to 5 members.

*Vote: The BOS unanimously appointed **Philip D. Colarusso** to the Conservation Commission for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

*Vote: The BOS unanimously appointed **Malcolm A. Reid** to the Conservation Commission for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

Mr. Petrin will confirm if an expired appointment on the Conservation Commission stands if there is no replacement.

- Council on Aging Board

*Vote: The BOS unanimously appointed **Karen M. D'Amour** to the Council on Aging Board for a 3-year term beginning July 1, 2019 and ending June 30, 2022.*

- Eastern Essex Veterans District Board Representative

The Veterans Committee recommended John Clemenzi be appointed for one more term as Wenham's representative to the Board, as well as an alternate; it is the Committee's intention to recommend the alternate as the Board representative next year.

*Vote: The BOS unanimously appointed **John A. Clemenzi** as the Eastern Essex Veterans District Representative for a 1-year term beginning July 1, 2019 and ending June 30, 2020.*

- Eastern Essex Veterans District Representative Alternate

*Vote: The BOS unanimously appointed **William J. Wilson, III** as the Eastern Essex Veterans District Representative Alternate for a 1-year term beginning July 1, 2019 and ending June 30, 2020.*

- Hamilton-Wenham Community Access & Media

*Vote: The BOS unanimously appointed **Brian M. Doser** to the Hamilton-Wenham Community Access & Media Board for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

*Vote: The BOS unanimously appointed **Jennifer B. Joyce** to the Hamilton-Wenham Community Access & Media Board for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

- Hamilton-Wenham Joint Recreation Board

It was noted that one of the interested candidates is related to a current (Jt. Rec) Board member and the BOS prefers not to appoint family members to the same Board.

*Vote: The BOS unanimously appointed **Leonard F. Dolan, III** to the Hamilton-Wenham Joint Recreation Board for a 3-year term beginning July 1, 2019 and ending June 30, 2022.*

- Historic District Commission & Historical Commission- This appointment fills a term for a member that resigned.

*Vote: The BOS unanimously appointed **Lisa A. Benecke** to the *Historic District Commission and Historical Commission for a term beginning June 18, 2019 and ending June 30, 2020.*

*The BOS agreed to add the "Historical Commission" to the motion at the request of Harriet Davis.

- Iron Rail Commission

Ms. Joyce has submitted three letters of interest and Ms. Harrison questioned if this was a lot for one person but Mr. Clemenzi noted the Iron Rail Committee only meets once a month and the HW cable only meets quarterly.

*Vote: The BOS unanimously appointed **Jennifer B. Joyce** to the Iron Rail Commission for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

*Vote: The BOS unanimously appointed **Natalie A. Kavanagh** to the Iron Rail Commission for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

- Open Space and Recreation Committee

It was noted the L. Randazzo and L. Bucci submitted letters of interest but are married. Because the BOS prefer not to appoint families to the same Committee, both will not be appointed; Louis Randazzo spoke to the BOS prior to the meeting that he would be the one to serve if appointed.

*Vote: The BOS unanimously appointed **Ernest C. Ashley** to the Open Space & Recreation Committee for 1-year terms beginning July 1, 2019 and ending June 30, 2020.*

*Vote: The BOS unanimously appointed **Vincent S. Fennell** to the Open Space & Recreation Committee for 1-year terms beginning July 1, 2019 and ending June 30, 2020.*

*Vote: The BOS unanimously appointed **Louis A. Randazzo** to the Open Space & Recreation Committee for 1-year terms beginning July 1, 2019 and ending June 30, 2020.*

*Vote: The BOS unanimously appointed **Thomas Starr** to the Open Space & Recreation Committee for 1-year terms beginning July 1, 2019 and ending June 30, 2020.*

*Vote: The BOS unanimously appointed **Asma A. Syed** to the Open Space & Recreation Committee for 1-year terms beginning July 1, 2019 and ending June 30, 2020.*

*Vote: The BOS unanimously appointed **Patrick J. Waddell** to the Open Space & Recreation Committee for 1-year terms beginning July 1, 2019 and ending June 30, 2020.*

*Vote: The BOS unanimously appointed **Ann B. Weeks** to the Open Space & Recreation Committee for 1-year terms beginning July 1, 2019 and ending June 30, 2020.*

- Veterans Committee – A Selectman serves on the Veteran's Committee as an ex-officio member.

*Vote: The BOS unanimously appointed **Peter A. Hersee** to the Veterans Committee for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

*Vote: The BOS unanimously appointed **John O. Wilhelm** to the Veterans Committee for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

*Vote: The BOS unanimously appointed **William J. Wilson, III** to the Veterans Committee for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

- Wenham Affordable Housing Trust – Three openings

Letters of Interest Received from: Dana P. Bagnell, Harriet P. Davis, Catherine A. Harrison, Jennifer B. Joyce, Leo John Maestranzi Jr., Huntley L. Skinner, John O. Wilhelm, Fredrick S. Woodland, Jr.

The BOS agreed that with 8 letters of interest and only three openings to approach these appointments differently and that each Selectmen nominate three people and to appoint those with a majority of the BOS support.

Selectman Wilhelm nominated: J. Maestranzi, H. Skinner. C. Harrison

Selectman Harrison: C. Harrison nominated: Fredrick Woodland as a reappointment and an active member, J. Joyce as a passionate resident for affordable housing. Ms. Harrison followed up her nomination and desire to serve on the Trust and stated her interest in wanting to be reappointed was to continue her work on the Trust as she found great satisfaction in working towards affordable housing in Wenham.

Selectman Clemenzi nominated: J. Maestranzi, H. Skinner. C. Harrison. Mr. Clemenzi noted the need for the Trust to be creative in finding ways to provide affordable housing in Wenham.

*Vote: The BOS unanimously appointed **Leo John Maestranzi Jr.** to the Wenham Affordable Housing Trust for 2-year terms beginning July 1, 2019 and ending June 30, 2021.*

*Vote: The BOS unanimously appointed **Catherine A. Harrison** to the Wenham Affordable Housing Trust for 2-year terms beginning July 1, 2019 and ending June 30, 2021.*

*Vote: The BOS unanimously appointed **Huntley L. Skinner** to the Wenham Affordable Housing Trust for 2-year terms beginning July 1, 2019 and ending June 30, 2021.*

- Wenham Issues of Social Service (WISSH)

*Vote: The BOS unanimously appointed **Marisa Bartlett** to the Wenham Issues of Social Services Committee for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

*Vote: The BOS unanimously appointed **Tracey Hutchinson** to the Wenham Issues of Social Services Committee for 3-year terms beginning July 1, 2019 and ending June 30, 2022.*

- Zoning Board of Appeals

*Vote: The BOS unanimously appointed **Evan Campbell** to the Zoning Board of Appeals for a 3-year term beginning July 1, 2019 and ending June 30, 2022.*

- Zoning Board of Appeals Associate

*Vote: The BOS unanimously appointed **Dana Begin** as Zoning Board of Appeals Associate for a 3-year term beginning July 1, 2019 and ending June 30, 2022.*

- Recommendations on FY19 Merit Pay for Non-Union Employees

Mr. Petrin reported that merit pay increases were not finalized and requested the Board authorize the Chair to approve the merit pay list to be sure this is done in FY19. The former Town Administrator was to have completed the reviews prior to his leaving. Upon the request of Ms. Harrison, it was agreed Mr. Petrin would first send the final recommended list to all the Selectmen to review prior to the Chair authorizing the list. If an additional discussion is needed, a BOS meeting would be posted.

Vote: The BOS unanimously voted that Mr. Petrin provide the BOS with the FY2019 Merit Pay List for review and provided there are no comments, authorize the Chair to approve the Merit Pay list for FY19.

- Review and Potential Approval of Vacation Adjustment to 3 weeks for vacation.

Vote: The Board of Selectmen unanimously approved the vacation adjustment to three weeks for the Finance Assistant and Permitting Coordinator & Special Projects Manager as presented by the Interim Town Administrator.

- Year End Appropriation Transfer Requests–Finance Director, Patty Moore

Ms. Petrin summarized that the fiscal year ends June 30 and the Finance Department is in the process of closing out the year but the year-end transfers requests were not ready for this meeting.

The Finance Committee will meet after July 4 to approve the requests, which will be on the BOS July meeting agenda for final approval.

Ms. Moore was present and gave the BOS an overview of the end of the Fiscal Year finances saying the General fund is extremely tight and Department Heads were asked to only spend on critical items. She noted the Town already exhausted the Reserve Fund in part due to legal fees this year, and change in benefit packages, which will result in minimal Free Cash at the end of the year and the need to move away from one-time funding for the operating budget.

The Town has to July 15th to make these year-end transfers

- Approve Signatures to AFSCME, Council 93, Local 2905 & Wenham Call Firefighters Association 2021 – 2023 Contracts

- Agreement between the Town of Wenham and the AFSCME, Council 93, Local 2905, FY20-22

- Agreement between the Town of Wenham and Wenham Call Firefighters Association, FY20-22

The BOS previously approved the Memorandum of Agreement for these union contracts.

Vote: I move the Board of Selectmen sign the approved agreements for FY20-22 between the Town of Wenham and AFSCME Council 93, Local 2905

Vote: The BOS unanimously voted to sign the approved agreements for FY20-22 between the Town of Wenham and the Wenham Call Firefighters Association

- Possible Town Hall Schedule Modification

Mr. Petrin noted July 4 is on a Thursday and staff has requested that Town Hall be closed to the public Friday July 5 to provide the option for staff to have a long weekend. Staff may work, or use vacation time or compensation time and take the day off.

Vote: The BOS unanimously voted to approve the proposed closure of Town Hall on Friday, July 5, 2019 with Town Hall employees using vacation time for or working the equivalent missed hours.

Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)

Old Business

- Potential Approval of Pleasant Pond Inter-Municipal Agreement (IMA) Between the Towns of Hamilton and Wenham

This is essentially the same IMA as before. Town of Hamilton will reimburse Wenham based on the three-year average of sticker sales. Due to the minimal financial impact of this IMA, it was not reviewed by Town Counsel.

Vote: The BOS unanimously voted to approve the proposed Intermunicipal Agreement between the Town of Wenham and the Town of Hamilton for access and services in support of Pleasant Pond through June 30, 2024.

- Review and Potential Approval of Chapter 61 Right of First Refusal Policy

One change Ms. Harrison discussed with the Open Space & Recreation Committee was to refer to the document as guidelines and not a policy. The Committee agreed with the reasoning that these are standard processes that do not allow the BOS flexibility for special circumstances and the Chapter 61 Right of First Refusal be a Guideline for the Town.

Vote: The BOS unanimously voted to adopt the proposed Chapter 61 Right of First Refusal Policy & Chapter 61 Intent to Sell Checklist as presented by the Open Space and Recreation Committee, amending this to be referred to as Guidelines & Chapter 61 (instead of Policy).

Adjourn – *The BOS unanimously adjourned at 8:53 pm.*

Respectfully Submitted By

Catherine Tinsley

6.20.19