

TOWN OF WENHAM
Board of Selectmen
Meeting of July 9, 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 July 9, 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 5:46 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 - Town Administrator Contract Conditions

Vote: The BOS voted unanimously by roll call vote to 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 Town Administrator Candidate Contract Conditions and to and to return to open session.

The agenda was taken out of order with consent.

*Review and Potential approval of Roadway Restoration Services Contract

Public Input

Fire Chief Kavanagh provided the Selectmen with a brief update on the June 30 fire at Enon Village when a kitchen fire on the second floor of building H produced heavy smoke. Mutual Aid was rendered at the scene by Hamilton, Beverly and Topsfield with station coverage provided by Essex, Danvers and Manchester. Chief Kavanagh reported that one unconscious victim was rescued from the building and transported to the hospital; two cats in the building were also rescued and received oxygen on site and transported to a Veterinarian. Although the fire was contained to one unit, four residents were displaced due to smoke and water damage to the building and these residents were being assisted by the Red Cross.

The fire is still under investigation by the Fire Marshall.

Mr. Clemenzi introduced Jim Romano, Chairman of the Iron Rail Commission and recognized him for his many years of service on the Commission. Mr. Romano informed the Selectmen that he needed to step down from the Commission due to recent changes with his schedule. He acknowledged the Commissioners for their ongoing work and dedication.

Mr. Romano will remain available to the Commission to answer questions.

The Selectman thanked Mr. Romano for his work and efforts during his time on the Commission.

Mr. Clemenzi announced that Military Day is Saturday July 13 at the Patton Homestead from 10 am to 4 pm.

Announcements- Additional information is available on the Town's website.

- Applications for 40 Hull Street, Habitat of Humanity of the North Shore Project, must be submitted by August 2, 2019
- Sign Up for our Fall 2019 Citizens Leadership Academy held Wednesdays September 18 - December 4
- Board and Committee Openings:
 - Audit Committee – 1 Opening – One Year Term
 - Conservation Commission – 2 Openings – Three Year Terms
 - Council on Aging Board – 3 Openings – Three Year Terms
 - Hamilton-Wenham Community Access & Media – 1 Opening – Three Year Term
 - Hamilton-Wenham Cultural Council – 2 Openings – Three Year Terms
 - Iron Rail Commission – 1 Opening – Three Year Term

Wenham Issues of Social Service (WISSH) – 2 Openings – Three Year Terms
 Zoning Board of Appeals – 2 Associate Member Openings – (1 One Year & 1 Two Year)

Consent Agenda

Vote: The BOS voted unanimously to approve all items in the Consent Agenda as presented, including the release of Executive Session meeting minutes of February 12th, February 26th set #1, and March 4th set #2 but the Executive Session meeting minutes of February 26th set #2 and March 4th set #1 to be held until further notice.

- A. One Day Liquor License Request – Michael Ross, Ross Cadden Rehearsal Dinner Family Event at First Church in Wenham, Friday, July 26, 2019, 5:00pm – 10:00pm
- B. Request to Use Wenham Streets from Neurofibromatosis Northeast for Coast to the Cure Bike Ride on Saturday, September 14, 2019
- C. Minutes – Open Session: January 29, 2019; February 26, 2019; March 4, 2019; March 15, 2019; May 28, 2019
 Executive Session: February 12, 2019 #1; February 26, 2019 #1; (Held)February 26, 2019 #2; (Held)March 4, 2019 #1; March 4, 2019 #2

New Business

- Appointments
 - Burial Agent: William E. Wildes
 - Letter of recommendation from G. Cheeseman, Cemetery Commission Chair

Vote: The BOS voted unanimously to appoint William E. Wildes as Burial Agent for a one (1) year term beginning on July 1, 2019 and ending June 30, 2020.

- Election Officers
 - Email of recommendation from D. K. Bucco, Town Clerk

Vote: The BOS voted unanimously to appoint Judith H. Bubriski, Joseph P. Cavanagh, Julie M. Clay, Karen M. D'Amour, Juliana F. Dodge, Laurie A. Erhard, John W. Erhard, Jr., Alice Fuller, Melanie A. Giacalone, Dorothy A. Goudie, Susan Herrick, Peter A. Hersee, Diana E. Lang, Mardi Lowery, Patricia M. Lucy, Donald F. Luxton, Joanne B. Maestranzi, Paul E. Mendonca, Patricia K. Purdy, Stephanie B. Quinn, Evelyn M. Simpson, Lauren M. Swartz, Thomas Tanous, Teresa A. Von Staats, Maureen Whitman, Roberta Wilson, William J. Wilson, III as Election Officers for a (1) year term beginning September 1, 2019 and ending August 31, 2020.

- Approval of Agreement between the Town of Wenham and Town Administrator
 - Draft Agreement

Mr. Wilhelm announced the Town will forward the approved contract to Anthony Ansaldi, who, subject to successful negotiations of a contract would be the new Town Administrator for Wenham. It was noted the BOS received and reviewed the background check from MRI regarding Mr. Ansaldi.

Vote: The BOS voted unanimously to approve a (proposed) employment agreement with Anthony M. Ansaldi, Jr. to serve as the Town Administrator for a 3-year term commencing on a mutually agreed date on or before September 1, 2019 and ending June 30, 2022, at a starting annual salary of \$130,000.

- Year End Appropriation Transfer Requests
 - Fiscal Year 19 (FY) Appropriation Transfer Requests

Town Finance Director Patty Moore was present and spoke on the FY19 year-end transfer requests. The Finance & Advisory Committee met last night and reviewed and approved the transfers.

Ms. Moore gave a brief overview saying that there were concerns in April if the General Fund balance would support the town's needs through the end of the fiscal year. Department heads were asked to limit spending to only critical items. The General Fund ended the fiscal year with a (surplus) balance of \$75,000 - \$100,000, which is anticipated to flow into Free Cash; it was noted this is much less than previous years.

Ms. Moore explained some of the higher transfers, i.e. health insurance, legal fees, and refuse collection and observed that historically, these budgets have been consistently underbudgeted and the FY 19 Reserve Fund was depleted; going forward these budgets should be updated.

The Selectmen noted this was as difficult year financially and recognized the Finance Department for their work.

Vote: The BOS voted unanimously to approve the attached list of appropriation transfers totaling \$176,125 for the fiscal year ending June 30, 2019 presented by the Finance Director, as provided for under Massachusetts General Laws.

- Update on Facilities Manager Position

Mr. Petrin reported that the final interviews of the candidates for the facilities manager position would be held this week.

Mr. Tyack has reviewed each candidate and worked closely with Mr. Petrin during the process.

Mr. Petrin opined they have solid candidates and he was confident there would be a recommendation to fill the position to the BOS at the next meeting.

- Review and Potential Approval of Fire Department Reorganization
 - Memo, J. Petrin, Interim Town Administrator, July 6, 2019

Representatives present for the Fire Department included Chief Kavanagh, Captain Baxter, and Captain Sullivan.

Mr. Petrin reviewed that the reorganization of the Fire Department command staff was an item that was outstanding when he came to Wenham. Mr. Petrin reported that he has met with Chief Kavanagh and the two Captains.

Upon Stephen Kavanagh's promotion from Deputy Chief to Chief, the department was left with an open Deputy Chief position. Mr. Petrin opined that both Senior Captains are very qualified to be Deputy Chiefs.

It was also noted that one of the Lieutenants recently left the department leaving a Lieutenant's position open.

Because the Fire Department added a full-time ambulance service, all the associated responsibility is now in house. The concept of a Chief, two Deputy Chiefs, and one Captain would meet the additional demands of the Command staff. It was noted that in this capacity, the Captain is more of a training officer and the Deputy Chiefs: one full time Deputy Chief and one call Deputy Chief, would assume the administration of the ambulance service along with the other responsibilities within the department and following the chain of command.

With proposed reductions to the current stipends to allow for the two Deputy Chiefs and one Captain, the change would be budget neutral. Mr. Petrin said these Captains are highly qualified and recommended this reorganization to the Board. Under discussion Chief Kavanagh reviewed that the station is not staffed around the clock and an officer is always on call for a shift; the new full complement of the command module would relieve the continuous shift duties. The Command promotion appointments would be recommended at the next BOS meeting. Command staff will interview for the Lieutenant position, within the Fire Department, and make a recommendation to the Board for appointment.

Vote: The BOS voted unanimously to approve the proposed reorganization of the Wenham Fire Department as outlined by the Interim Town Administrator.

- *Review and Potential Approval of Roadway Restoration Services Contract
 - Contract 20-001: Roadway Restoration services between Town of Wenham and BitCon Corporation, July 1, 2019
- Department of Public Works Director Mr. Tyack was present and spoke on the proposed 3-year paving contract with BitCon, who submitted the lowest bid of \$146,050. Mr. Tyack noted that BitCon, out of Topsfield, previously worked in Wenham and provided quality work.

Vote: The BOS voted unanimously to approve the proposed (3-year) contract between the Town of Wenham and BitCon Corporation as presented for Roadway Restoration Services.

- Review and Potential Approval of Community Preservation Agreement Grant Agreements
 - Proposed Community Preservation Act Grant Agreement between the Town of Wenham & Habitat for Humanity of the North Shore

After review by Town Counsel, the BOS voted on the final Grant Agreement.

Vote: The BOS voted unanimously to approve the proposed Community Preservation Act Grant Agreement between the Town of Wenham and Habitat for Humanity of the North Shore.

- Proposed Community Preservation Act Grant Agreement between the Town of Wenham and The Community House
- After review by Town Counsel, the BOS voted on the final Grant Agreement.

Vote: The BOS voted unanimously to approve the proposed Community Preservation Act Grant Agreement between the Town of Wenham and The Community House.

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

Adjournment – The BOS voted unanimously to adjourn at 7:25 pm.

Respectfully Submitted By
Catherine Tinsley
 7.23.19