

TOWN OF WENHAM
Board of Selectmen
Meeting of August 20, 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 August 20, 2019 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.

Call to Order - With a quorum present, Mr. Wilhelm called the meeting to order at 6:30 pm.

Selectmen present: Jack Wilhelm, Chair; Catherine Harrison, Clerk

Not Present: John Clemenzi, Vice Chair

Also present: Anthony Ansaldi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Input – Items not on the agenda

There was none.

Announcements

- Welcome Reception for Town Administrator Anthony M. Ansaldi, Jr. in the Selectmen Meeting Room following the BOS meeting on Tuesday September 3, 6:30-8:00pm
- Lunch & Learn at the COA: How to Avoid Ever Changing Scams - Wednesday September 18, 11:30am
- Fall 2019 Citizens Leadership Academy begins Wednesday September 18, 6:00pm. There are still openings and residents may sign up through the Town's web site.

Reports

- Town Administrator - Mr. Ansaldi mentioned that the Fire Department was hosting an open house Saturday August 25 10:30am -3pm. Chief Kavanagh gave an overview of the activities during the day including the popular foam pit, jaws of life demonstration, the smoke house, and pictures with Sparky the fire dog.

Consent Agenda

Vote: The BOS voted unanimously to approve all items in the Consent Agenda as presented, including the release of sets #1 and #2 of the Executive Session minutes from June 4, 2019.

- Minutes –Open Session: May 20, 2019; June 18, 2019 Executive Session: June 4, 2019 #1; June 4, 2019 #2

New Business

- Approval of Deputy Chief & Fire Prevention Officer Contract FY 20-22
 - Memo from Interim Town Administrator John Petrin, August 12, 2019
 - Memorandum of Agreement between the Town and Deputy Chief & Fire Prevention Officer, FY20-22

Mr. Ansaldi reviewed that on August 6, 2019 the BOS discussed and finalized the terms of the Deputy Chief's contract in executive session but inadvertently did not vote on the contract in open session. The contract is not final until the BOS votes to approve the contract.

Ms. Harrison requested that the contract be identified according to the date of August 20, 2019. Ms. Harrison noted that the duties stipulated in the contract include those of the ambulance coordinator; these responsibilities are not a part of the Deputy Chief position but the stipend paid specific to Jeffrey Baxter as the ambulance coordinator.

Vote: The BOS voted unanimously to approve the FY20-22 contract dated August 20, 2019 with Fire Deputy Chief / Fire Prevention Officer Jeffrey Baxter, including Ambulance Coordinator effective July 1, 2019 through June 30, 2022 according the terms presented August 20, 2019 at a beginning salary of \$100,393.05.

- Adoption of the Town of Wenham Hazard Mitigation Plan and Municipal Vulnerability Preparedness 2019
 - Email from Planning Coordinator Margaret Hoffman, August 12, 2019
 - FEMA Local Mitigation Plan Review Tool – Town of Wenham
 - Draft Certificate of Adoption – A Resolution Adopting the Town of Wenham Hazard Mitigation Plan 2019 Update
 - Town of Wenham Hazard Mitigation Plan and Municipal Vulnerability Preparedness 2019

Margaret Hoffman, Planning Coordinator was present and elaborated on the requested that the BOS adopt the Town of Wenham Hazard Mitigation Plan and Municipal Vulnerability Preparedness 2019.

Ms. Hoffman reviewed that this past year, the town has been working to obtain the Municipal Vulnerability Preparedness Certification from the state and updating the 2012 Hazardous Mitigation Plan that expired in 2017.

The town received a state grant to fund the Municipal Vulnerability Preparedness and additional funding to update the Hazardous Mitigation Plan. On a side note, Ms. Hoffman noted there was a great turn-out for the workshop held for residents.

The Plan was submitted to the state and approved and is now ready to be adopted by the BOS as a final step to be a completed plan which would make the town eligible for grant funding for action items identified in the plan i.e. culvert repair, hazardous trees, et. Ms. Hoffman observed that grant funding may be made available at the end of August. Weston & Samson helped the town prepare the Plan and Ms. Hoffman recommended they be kept on to help with the work.

Mr. Ansaldi recognized Ms. Hoffman for her work on this plan, noting the process takes a lot of time. Ms. Hoffman received a complimentary email from the state on the Plan.

Vote: The BOS voted unanimously to adopt the Town of Wenham Hazard Mitigation Plan and Municipal Vulnerability Preparedness 2019.

Ms. Harrison noted consultants tend to use the same misleading demographics regarding population for Wenham, data used overstates the population by including students at Gordon College, especially the age group 18-24.

Ms. Harrison asked that the committee continues to execute items in this document and that the Town Administrator's office / BOS assist where possible and be kept updated on grants received and work done.

- Review and Potential Approval of Contract with Bayside Engineering, Inc. for 25% Design Plan of Route 1A Traffic Improvement Project Pending Receipt of Funding from the State
 - Memo from Interim Town Administrator John Petrin, August 12, 2019
 - Draft of 25% Design Agreement and Scope of Services with Bayside Engineering, Inc.

Vote: The BOS voted unanimously to approve the contract with Bayside Engineering, Inc. for the 25% design plans and cost estimates for the rehabilitation of three intersections along the Route 1A corridor (Main Street). The contract shall not be implemented until the State funds are received by the Town.

Mr. Ansaldi mentioned that he would send thank you letters to Representative Hill and Senator Tarr for their support in getting \$150,000 of \$180,000 of state funding earmarked for the 25% design plans and assist the town in getting the funds in a timely manner to get the project going as soon as possible. The Town will fund the delta of \$30,000 with Chapter 90 money. Mr. Ansaldi recommended the BOS execute the contract with Bayside Engineering for the 25% design phase in an effort to be ready to begin immediately when the funding is in place.

The next regular meeting is September 3, 2019.

- Adjournment – *The BOS unanimously adjourned at 6:49 pm*

Respectfully Submitted By
Catherine Tinsley
8.21.19