

TOWN OF WENHAM
Board of Selectmen
Meeting of August 6, 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 6, 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: Anthony Ansaldi, Town Administrator; John Petrin, Interim Town Administrator;
Catherine Tinsley, Recording Secretary

Executive Session #3 under M.G.L. Ch. 30A, § 21 – 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 Town.

- Deputy Chief & Fire Prevention Officer
- Police Benevolent Association of Wenham

Note: The BOS voted unanimously by roll call to enter into ES under M.G.L. Ch. 30A, § 21 (3) to discuss the Deputy Chief & Fire Prevention Officer and to continue in ES to discuss the Police Benevolent Association of Wenham and to return to open session.

Public Input

On behalf of the Board of Selectmen, Mr. Wilhelm welcomed the new Town Administrator Anthony Ansaldi. Mr. Petrin was recognized for this work as Interim Town Administrator over the past few months. Mr. Petrin thanked the Board for the opportunity to work in Wenham and acknowledged the staff for their support and wished Mr. Ansaldi the best as Town Administrator.

Announcements – Additional information is on the Town web site Wenhamma.gov

- Welcome Reception for Town Administrator Anthony M. Ansaldi, Jr. Tuesday, September 3, 6:30-8:00pm
- Fall 2019 Citizens Leadership Academy Begins Wednesday, September 18, 6pm
- 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 – 2 Openings – One Year Term & 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)

*The Agenda was taken out of order with consent.

Consent Agenda

Note: The BOS voted unanimously to approve all items in the Consent Agenda as presented.

- A.** Request to Use Wenham Streets: 13th Annual A Reason to Ride Cancer Research Fundraiser, Sunday, September 8, 2019
- B.** Request to Use Wenham Streets: 3rd Annual *for the Love of Pete Memorial Ride* to End Hunger, Sunday, September 22, 2019
- C.** Minutes – Open Session: February 14, 2019; April 6, 2019

New Business

- Appointments*

Forest Warden: Stephen B. Kavanagh, present

*Vote: The BOS voted unanimously to appoint **Stephen B. Kavanagh** as **Forest Warden** for the Town of Wenham for a term beginning August 6, 2019 and ending December 31, 2019.*

Fire Department

Chief Stephen B. Kavanagh; Deputy Chief Jeffrey W. Baxter; Call Deputy Chief Daniel C. Sullivan; Provisional Call Firefighter Cooper L. Gennodie; Provisional Call Firefighter Nickolas D. Bean; Forest Warden Stephen B. Kavanagh

- Résumé Jeffrey W. Baxter
- Résumé Daniel C. Sullivan
- Letter regarding Deputy Fire Chief appointments from Stephen Kavanagh, Fire Chief
- Letter regarding Provisional Call Firefighter appointments from Stephen Kavanagh, Fire Chief

Present: Fire Chief Kavanagh, Jeff Baxter, Daniel Sullivan

At their July 9, 2019 meeting, the Selectmen approved a structure reorganization for the Fire Department that included a full time Deputy Chief, a Call Deputy Chief, one Captain, and five Lieutenants. The following recommended appointments were in accordance with this structure; Fire Department appointments would continue over the next few BOS meetings.

It was noted that the Deputy Chief is responsible for the majority of office work and supports the Chief. The Call Deputy Chief assists with office work, intern firefighter program, and provides back-up to the Deputy Chief and Chief.

- **Chief** Stephen B. Kavanagh
Vote: The BOS voted unanimously to appoint Stephen B. Kavanagh as Fire Chief for the Town of Wenham for a term beginning July 1, 2019 and ending December 31, 2019.
- **Deputy Chief** Jeffrey W. Baxter, as recommended by Chief Kavanagh.
Vote: The BOS voted unanimously to appoint Jeffrey W. Baxter as Deputy Fire Chief for the Town of Wenham for a term beginning August 6, 2019 and ending June 30, 2020.
- **Call Deputy Chief** Daniel C. Sullivan, as recommended by Chief Kavanagh.
Vote: The BOS voted unanimously to appoint Daniel C. Sullivan as Call Deputy Fire Chief for the Town of Wenham for a term beginning August 6, 2019 and ending June 30, 2020.
- **Provisional Call Fire Fighter** as recommended by Chief Kavanagh - Cooper L. Gennodie, present
*Vote: The BOS voted unanimously to appoint **Cooper L. Gennodie** as **Provisional Call Firefighter** for the Town of Wenham for a term beginning August 6, 2019 and ending June 30, 2020.*
- **Provisional Call Fire Fighter** as recommended by Chief Kavanagh - Nickolas D. Bean present
*Vote: The BOS voted unanimously to appoint **Nickolas D. Bean** as **Provisional Call Firefighter** for the Town of Wenham for a term beginning August 6, 2019 and ending June 30, 2020.*

Interim Inspector of Buildings: Peter M. Blanchette

- Interim Inspector of Buildings Job Posting
- Resume Peter M. Blanchette

Jackie Bresnahan, Permitting Coordinator / Special Projects Manager was present and explained it was her hope to recommend a candidate for the Building Inspector at the BOS September 3 meeting, but if not, she would request the interim appointment for Mr. Blanchette be extended.

Peter Blanchette was present and spoke briefly on his appointment and thanked the BOS for the opportunity to work for Wenham.

*Vote: The Board of Selectmen voted unanimously to appoint **Peter M. Blanchette** as **Interim Inspector of Buildings** for a term beginning August 6, 2019 and ending September 3, 2019, subject to a CORI check and pre-employment physical.*

Metropolitan Area Planning Council Representative: Margaret R. Hoffman, Planning Coordinator

*Vote: The BOS voted unanimously to appoint **Margaret R. Hoffman** as **Metropolitan Area Planning Council Representative** for a term beginning August 6, 2019 and ending June 30, 2022.*

Council on Aging Board: L. Scott Hughes

- Letter of Interest from L. Scott Hughes

*Vote: The BOS voted unanimously to appoint **L. Scott Hughes** to the Council on Aging Board for a term beginning August 6, 2019 and ending June 30, 2020*

Approved 09.17.19

- Potential Approval of FY 2020-2022 Memorandum of Agreement Police Benevolent Association of Wenham
The former Town Administrator, Peter Lombardi, began contract negotiations with the Police Union in January 2019 with Mr. Petrin resuming and completing the negotiations. The Police Union has ratified this three-year contract.

Vote: The BOS voted unanimously to approve the proposed Memorandum of Agreement for FY2020 - 2022 between the Town of Wenham and Police Benevolent Association of Wenham.

- Review and Potential Approval of Small-Town Road Assistance Program (STRAP) Grant Submission
 - Memo regarding STRAP Grant for Dodges Row from Bill Tyack, DPW Director and Jackie Bresnahan, Permitting Coordinator & Special Projects Manager, August 1, 2019

Vote: Mr. Wilhelm moved the BOS authorize Victoria Masone, Energy Manager, to submit a STRAP grant submission for Dodges Row with the assistance of Bill Tyack and Jackie Bresnahan on behalf of the Town of Wenham. Mr. Clemenzi seconded. The motion carried unanimously 3-0-0.

Under discussion, Ms. Bresnahan spoke on the details of the STRAP grant that Wenham is eligible for due to the development of Spring Hill Farm subdivision off Dodges Row. The grant funding would assist the Town of Wenham with costs associated with repaving Dodges Row, the addition of bike lanes in both directions, and a sidewalk on one side of the road (opposite the banking) to increase connectivity of the neighborhood to other streets and the commuter rail (North Beverly or Hamilton) via pedestrian traffic.

The STRAP grant does not have a required local match but as a competitive program the Mr. Tyack has identified funding in the DPW FY20 budget for the survey work and has estimates from Bayside Engineering for the design & construction. The Town already has the paving contract in place, identified work that could be done in-house, and other cost estimate in the design that could be reduced; the Town will apply for the full one million dollars.

Ms. Bresnahan noted that if Wenham was awarded the grant, the funding timeline would be in line with the of the final construction of the subdivision.

The contractor of Spring Hill Farm provided a letter of support for the grant.

- Review and Potential Approval of Roadway Restoration Services Contract with Brox Industries, Inc. JC for Bituminous Concrete Disposal
 - Potential agreement between the Town and Brox Industries, Inc.

This is an annual contract to dispose / recycle concrete, if needed.

Vote: The BOS voted unanimously to approve the proposed contract between the Town of Wenham and Brox Industries, Inc. as presented for Roadway Restoration Services of Bituminous Concrete Disposal.

- Discussion of Next Steps on Main Street Traffic Improvements Project
 - Memo regarding Route 1A Funding from John D. Petrin, Interim Town Administrator, August 1, 2019
 - Draft of 25% Design Agreement and Scope of Services with Bayside Engineering, Inc.

Mr. Petrin gave an update on the Main Street (Route 1A) traffic improvement project. State Representative Hill and Senator Tarr were recognized for their assistance to the Town in securing \$150,000 of the \$180,000 needed to proceed with the 25% design phase with Baystate Engineering.

Mr. Petrin reviewed two potential options for the town to fund the \$30,000 delta locally by town meeting vote or the use of state funded Chapter 90 road work money. The full amount of \$180,000 must be in place prior to the town signing the contract with Bayside.

Mr. Petrin noted that DPW Director Bill Tyack expressed concerns that the use of Chapter 90 funds could potentially compromise plans to complete paving work for Larch Row and possibly impact the completion of winter damage issues but ultimately understood the importance of the project and supported the use of Chapter 90 road funds be an option.

It was noted that this first step is necessary for the project to proceed and any delay will push the project out further. If the project remains on the current schedule, work could potentially begin in about 5 years. Bayside Engineering is ready to begin work on the 25% design phase.

Citing the critical safety of residents due to the traffic concerns, the Chair expressed that he was strongly in favor of using \$30,000 of Chapter 90 money. The Board concurred.

The surveys have been completed under a different contract. The next step is to set up the process for public forums regarding the design plan.

Vote: The BOS voted unanimously to approve use of \$30,000 of Chapter 90 funds to finalize the contract with Bayside Engineering for the \$180,000 for the 25% design phase for the Route 1A Main Street traffic improvement project.

Approved 09.17.19

- Discussion of Ambulance Replacement - Funding
 - Reserve Fund Transfer request of \$49,500.
 - Memo regarding the Ambulance from John D. Petrin, Interim Town Administrator, August 1, 2019

Present for this discussion was Finance Director Patty Moore, Fire Chief Kavanagh, Deputy Chief Baxter and On-Call Deputy Chief Sullivan

Note: The Board of Selectmen voted unanimously to approve the recommendation of a reserve fund transfer of \$49,500 for the purchase of a replacement ambulance.

Under discussion

The Selectmen were informed that gasoline was mistakenly used to fuel the ambulance, which has a diesel engine. This caused the the engine to seize rendering it out of service.

The cost estimate for repairs, ranged from \$7,000 to \$10,000 unless the engine needs to be rebuilt the cost could be upwards of \$25,000. On a side note, the fire department has taken measures to prevent this mistake from happening again. It has approved a policy allowing only command staff to fuel the vehicles.

Mr. Petrin reviewed this was a used 2007 truck that the town purchased last year for \$7,000 which now has close to 100,000 miles. An internal analysis was done and it was recommended that the town purchase a “new” ambulance. There is no option to lease an ambulance and the Town could have the ambulance license suspended or revoked by the state if they do not have an ambulance back in service within a few weeks, therefore, this is time sensitive.

The Fire Department presented the Board with options to replace the ambulance and a final recommendation to purchase a 2017 van style ambulance in the amount of \$49,500. A Reserve Fund transfer would be needed for this unexpected expense. The Board was reminded that the ambulance service is a revenue source for the town and provides a quality service to residents. The Board reviewed photos and specs of three ambulances that were considered.

Both were used trucks, one had been rehabbed and both were significantly more money. The cost to replace the current ambulance is in excess of \$300,000.

The recommended replacement ambulance is a 2017 van style, gasoline engine with 4,000 miles with a 1-year warranty / 3-year warranty on the powertrain with Dodge. This was a demo vehicle owned by Kevin Lyons. The Fire Department supported this vehicle, even though it is 12 inches narrower, citing it was a great value for the Town. It was observed the majority of transportations are less than 5 miles to Beverly Hospital. Many ambulance companies use this style including those that provide service in Hamilton and Wenham.

The salvage value of the damaged ambulance has not been determined at this time and options continue to be discussed. The Finance & Advisory Committee has a posted meeting for Thursday to consider the Reserve Fund Transfer of \$49,500 for the purchase of this ambulance.

All equipment could be transferred to the new ambulance with minimal additional costs for the license, radio, and decals estimated under \$2,000 which would be covered within the Fire Department budget. This ambulance was anticipated to be in service 10-15 years

Adjournment – *The BOS unanimously adjourned at 7:42 pm.*

Respectfully Submitted By
Catherine Tinsley
8.14.19