

TOWN OF WENHAM
Board of Selectmen
Meeting of August 7, 2018
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 7, 2018 at 5:45 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 6 pm
Selectmen present: Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (2021); Jack Wilhelm, Clerk (2019)
Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

Recorded with permission by HWCAM

Meeting packet

Executive Session under M.G.L. Ch. 30A, § 21 (3) – 253 Larch Row

Vote: Ms. Harrison moved 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 and to return to open session. The motion carried unanimously by roll call vote.

The BOS returned to open session at 6:35 pm.

ANNOUNCEMENTS – Additional information is on the Town’s web site

- Wenham Day – Saturday, August 25th, 10am – 4pm
- 375th Anniversary Parade & Community Day – Saturday, September 8th
- 3rd Annual Citizens Leadership Academy – Fall 2018
- Request for Letters of Interest to Fill Scholarship Fund, Educational Fund, and Elderly & Disabled Relief Committees

REPORTS

Town Administrator

- Hamilton-Wenham Public Library Strategic Plan - The Hamilton-Wenham Public Library’s Strategic Plan is set to expire next year. The Massachusetts Board of Library Commissioners recommends that all public libraries maintain a current plan to create a clear sense of purpose, articulate tangible goals and objectives, and serve as a five-year blueprint for library service planning. As with previous plans, the Town wants to get resident input in this process. The Strategic Planning Committee will only have one required meeting on the evening of October 11, 2018. At that time, the committee will join with a Massachusetts Library System facilitator to brainstorm library goals, discuss an action plan, and craft questions for a short survey that will allow for more community input. If you are interested in serving on this committee, please contact Library Director, Jan Dempsey at 978-468-5577 as soon as possible.
- Bond Bill Authorizations for Wenham Projects - I wanted to extend my appreciation to Senator Tarr and Representative Hill for their continued advocacy to secure funding for important upcoming infrastructure projects. Our legislative delegation was able to include \$480k and \$500k in the recently approved Environmental Bond Bill for drainage upgrades on Topsfield Road near the Rail Trail and restoration of the Miles River, respectively. Thanks to their efforts, another \$500k was included in the Economic Development Bond Bill for the installation of at least one traffic signal on Main Street. I will plan to work with them in the months ahead to identify opportunities to access funding to move these important projects forward in the next few years.
- Regional Dispatch - The Town received correspondence from Secretary Bennett regarding EOPSS’s plan to have State 911 take over management of the RECC by next July 1. Although town officials uniformly cited the importance of maintaining an element of local control in our two meetings with state officials, there is no reference to the proposed governance structure in this letter. The next RECC Board meeting when details about this transition will be discussed will be held in September.
- The Finance and Advisory Committee will be meeting in the next week or so to take up the \$9800 Reserve Fund Transfer request for the regional dispatch feasibility study so we can better understand our options with either Danvers or Hamilton.

Ms. Harrison observed the statement from Secretary Bennett was somewhat concerning, especially with a date of next July 2019 to take over the management of the RECC and supported the Town's plan to keep options open.

NEW BUSINESS

The agenda was taken out of order to accommodate those present for agenda item Review and Potential Approval of Draft Letter of Review for Open Space and Recreation Plan

Appointments

- Board of Election Registrars: Roseann Brozenske
 - Email regarding interest in reappointment from Dianne Bucco, Town Clerk, June 21, 2018
 - M.G.L. Chapter 51, Section 15 Board of Registrars in Certain Cities and Towns
 - Board of Election Registrars Appointments Breakdown

Vote: Mr. Wilhelm moved to appoint Roseann Brozenske to the Board of Election Registrars for a term beginning on September 1, 2018 and ending on March 31, 2021. The motion carried unanimously.

- Election Officers: Regina A. Baker, Bruce D. Blanchard, Judith H. Bubriski,
 - Email regarding appointments from Dianne Bucco, Town Clerk, June 20, 2018

Vote: Mr. Wilhelm moved to appoint Regina A. Baker, Bruce D. Blanchard, Judith H. Bubriski, Joseph P. Cavanaugh, Julie M. Clay, Karen Damour, Juliana F. Dodge, John W. Erhard, Jr., Laurie A. Erhard, Maryjo Favazzo, Melanie A. Giacalone, Dorothy A. Gondie, Susan Herrick, Peter A. Hersee, Diana E. Lang, Patricia M. Lucy, Donald M. Luxton, Joanne B. Maestranzi, Paul E. Mendonca, Patricia K. Purdy, Stephanie B. Quinn, Evelyn M. Simpson, Lauren M. Swartz, Thomas Tanous, Lily C. Ting, Teresa A. VonStaats, William J. Wilson III, as Election Officers for a (1) year term beginning September 1, 2018 and ending August 31, 2019. The motion carried unanimously.

- Municipal Hearing Officer: Peter Lombardi
 - M.G.L. Chapter 40U
 - 2018 Warrant for the Annual Town Meeting, Article 30: Local Acceptance & Bylaw Adoption: Administration of Fines

The only bylaw violation M.G.L. Ch 40U applies to is water use restrictions. By appointing a Hearing Officer, a resident may appeal a fine through a hearing process with the Hearing Officer. This also allows the Town to collect unpaid fines to the property tax bill.

Warnings have already been issued this year to those residents that have violated the water ban.

Vote: Mr. Wilhelm moved to appoint Peter Lombardi as Municipal Hearing Officer for a one (1) year term beginning August 7, 2018 and ending June 30, 2019. The motion carried unanimously.

Approval of Warrant for State Primary – Dianne Bucco

- Warrant for 2018 State Primary

The Town Clerk, Dianne Bucco, was present and spoke on the State Primary Tuesday September 4, 2018. Voting is at Town Hall from 7 am to 8 pm. There is no early voting for this election but absentee ballots are available.

Specimen ballots will be posted for all three registered parties: Libertarian, Republican, and Democratic.

The police constable will post the signed warrant.

Vote: Mr. Clemenzì moved the Board of Selectmen approve the Warrant for the 2018 State Primary on Tuesday, September 4, 2018. The motion carried unanimously.

One Day Liquor Licenses Requests

Kathleen Feldman, The Wenham Museum, submitted three requests for the following:

1. Private Dinner, Monday August 13, 2018, 5:00pm – 8:00pm
 - Completed Application
 - Certificate of Insurance
 - Tips Certification
 - Check for \$100 (\$50 for this event)
 - Email recommendations from Tom Perkins, Chief, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant
2. Summer Fair, Saturday August 25, 2018, 10:00am – 4:00pm
 - Completed Application

- Certificate of Insurance
- Tips Certification
- Check for \$50
- Email recommendations from T. Perkins, Chief, WPD; J. Baxter, Captain, WFD; J. Bresnahan, Permitting Coordinator & Special Projects Assistant

3. Attic Treasures Shop n' Sip, Friday, September 28, 2018, 5:00pm – 8:00pm

- Completed Application
- Certificate of Insurance
- Tips Certification
- Check for \$100 (\$50 for this event)
- Email recommendations from Tom Perkins, Chief, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant

Note: Ms. Harrison moved to approve three One-Day (All Alcoholic Beverages) Liquor Licenses requested by Kathleen Feldman for the following events being held at The Wenham Museum at 132 Main Street and it was unanimous to do.

1. Private Dinner - Monday, August 13, 2018, 5:00pm – 8:00pm
2. Wenham Summer Fair – Saturday, August 25, 2018, 10:00am – 4:00pm
3. Attic Treasures Shop 'n Sip – Friday, September 28, 2018, 5:00pm – 8:00pm

Mr. Wilhelm announced that the Wenham Museum will hold their annual golf tournament on Friday September 21, 2018.

4. Kate Thatcher, HW Mother's Club Membership Drive at The Wenham Museum, Wednesday, September 19, 2018
7:30 10:30pm

- Completed Application
- Certificate of Insurance
- Tips Certification
- Check for \$100
- Email recommendations from Kevin DiNapoli, Captain, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant

Note: Ms. Harrison moved to approve a One-Day (Beer and Wine) Liquor License for Kate Thatcher with the Hamilton-Wenham Mother's Club for their Annual Membership Drive at the Wenham Museum, 132 Main Street, Wednesday, September 19, 2018 from 7:30pm – 10:30pm. The motion carried unanimously.

Requests to Use Wenham Streets

1. A Reason to Ride Bike-A-Thon & 5K Walk, Sunday, September 9, 2018

- Event Flyer
- Route Map
- Insurance Certificate
- Email recommendations from Tom Perkins, Chief, WPD & Steve Kavanagh, Chief, WFD

Note: Mr. Clemenzzi moved to authorize Tom DesFosses to use the specified sections of Maple Street, Cherry Street, Monument Street, Main Street, Cedar Street and Topsfield Road for their Reason to Ride Bike-A-Thon and 5K on Sunday, September 9, 2018 raising funds for leading edge cancer research at Beth Israel Deaconess Medical Center, Boston. The motion carried unanimously.

2. For the Love of Pete Memorial Motorcycle Ride, Sunday, September 23, 2018

- Event Flyer
- Route Description
- Insurance Certificate
- Email recommendations from Tom Perkins, Chief, WPD & Steve Kavanagh, Chief, WFD

Note: Mr. Clemenzzi moved to authorize Vicky Morency use the specified sections of Topsfield Road, Cherry Street, Monument Street and Main Street for their 2nd annual For the Love of Pete memorial motorcycle ride on Sunday, September 23, 2018 raising funds for the Danvers People to People Food Pantry. The motion carried unanimously.

Annual Block Party Road Closure Request – Puritan/Mayflower, Saturday, August 25, 2018

- Letter of request to close Puritan Road & Mayflower Drive Saturday, August 25, 2018 (rain date: August 26, 2018) from 2:00pm – 7:30pm from Laura Rivas, 23 Mayflower Drive
- Email recommendation from Steve Kavanagh, Chief, WFD & Kevin DiNapoli, Captain, WPD

Note: Mr. Wilhelm moved to approve the street closure of Puritan Road and Mayflower Drive on Saturday, August 25, 2018 from 2:00pm – 7:30pm or the rain date August 26, 2018 for their Annual Neighborhood Block Party. The motion carried unanimously.

Review of New Housing Choice Small Town Capital Grant Program and Discussion of Potential Projects

- Memo regarding Potential Application for Housing Choice Small Town Capital Grant
- Letter regarding Housing Choice Small Town Capital Grant Program from Chris Kluchman, Housing Choice Program Director, Department of Housing & Community Development, July 13, 2018
- Small Town Capital Grant Application
- Housing Choice Grant Programs: Guidance for Capital Expenditures
- Town of Wenham Capital Improvement Program FY2019-2023

Mr. Lombardi explained this is a new grant program out of Governor Baker's office, related to a larger housing choice grant program specifically to support affordable housing in smaller towns with a population of less than 7,000.

The New Housing Choice Small Town Capital Grant Program was funded with one million dollars for FY19; the maximum grant awarded to a community would be up to \$100,000.

Mr. Lombardi went on to say he reached out to the new program director of the Department of Housing & Community Development and it appears that the Hull Street (affordable housing project with Habitat For Humanity) qualifies for the grant and will score well i.e. shovel ready, within this fiscal year (19), and the project is referenced in a Plan (The Affordable Housing Action Plan). The Director indicated an application for the Hull Street project would be favorable.

Mr. Lombardi recommended the Town submit a grant application for the maximum amount and if awarded funding, the Town could decrease the contribution from Affordable Housing Trust balance of the \$230,000 acquisition costs of the property which would leave more funding to support other affordable housing projects.

The BOS was supportive that a grant application be submitted.

Discussion of Affordable Housing Trust (AHT) Action Plan

- Wenham Affordable Housing Trust Action Plan FY2019-2023, JM Goldson Community Preservation & Planning, June 20, 2018

Ms. Harrison reviewed that the consultant recently gave a public presentation of the AHT Action Plan to the BOS. The AHT would like feedback from the BOS regarding their support of the AHT Action Plan.

The Action Plan included goals for the next five years:

- To advance public awareness of housing needs and community benefits
- Prioritize allocation of trust funds to help achieve the Chapter 40B 10 percent goal for affordable housing
- Support initiative to help address local housing needs
- Advocate for town policy and regulations to promote creation of affordable housing

The Priority initiatives intend to advance the four goals described above. The initiatives include actively promoting the construction of new affordable housing units that are well designed and context sensitive as well as converting existing market rate homes to affordable homes. Through these initiatives the Board aims to create 26 affordable units in the coming five years that will count on the State's Subsidized Housing Inventory to comply with MGL chapter 40B.

The Action Plan included a five-year budget that relies on two revenue sources being Community Preservation Act (CPA) funds and private donations.

A discussion followed regarding the funding sources as listed in the plan:

1. CPA appropriations as a renewable source contribution for the next 5 years
2. Private donations

The BOS supported the AHT Plan in concept but that funding should be based on a particular, actual plan for affordable housing. Ms. Harrison questioned if the Selectmen were in support of the Trust to have a renewable source of CPA funds annually. The Trust along with the BOS have the jurisdiction to use the Trust funds for affordable housing.

Mr. Wilhelm noted concern with committing CPA funds to the Trust annually citing the unknown year to year of competing applications, and that each year should be evaluated. The Town Administrator suggested the Trust submit an application for CPA funding to replenish the Trust after the Trust has expended money for affordable housing.

Mr. Wilhelm mentioned the strong relationship between funding the Trust and reaching the ten percent threshold of affordable housing according to M.G.L. 40b. Ms. Harrison observed that the Trust envisions itself continuing beyond this (10%) goal. Ms. Harrison, as liaison to the AHT, will report the BOS comments back to the Trust.

Review and Potential Approval of Draft Letter of Review for Open Space & Recreation Plan

- Draft Open Space & Recreation Plan, Pages 67 – 80
- Email regarding OSRP Comments from Catherine Harrison, Chair, Board of Selectmen, August 6, 2018

OSRC members Asma Syed, Chair and Ernest Ashley were present to answer questions.

The BOS is responsible for providing a Review Letter of the Open Space & Recreation Action Plan to be submitted along with the Open Space & Recreation Plan to the state.

Mr. Lombardi observed that the Board had some (8-10) suggested revisions to the Action Plan primarily to give the BOS more input on policy related decisions, to be involved with financial decisions along with the Finance Committee, and increase the OSRC's annual report to the BOS to twice a year.

The OSRC was asked to have liaisons to each of the major boards/ committees to provide regular updates.

The Board will formally approve the final Review Letter at the next meeting.

Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) - There were none.

MINUTES

Open Session: July 16, 2018; July 24, 2018

Executive Session: August 1, 2017; July 16, 2018; July 24, 2018

Vote: Mr. Wilhelm moved to approve the BOS open meeting minutes of July 16, 2018 and July 24, 2018 and it was unanimous to do so.

Vote: Mr. Wilhelm moved to release the BOS ES minutes of August 1, 2017 and it was unanimous to do so.

Vote: Mr. Wilhelm moved to release the BOS ES minutes of July 16, 2018 and it was unanimous to do so.

Vote: Mr. Wilhelm moved to approve and HOLD, not for release, the BOS ES minutes of July 24, 2018 and it was unanimous to do so.

Adjournment – *The BOS unanimously adjourned at 8:02 pm*

Respectfully Submitted By
Catherine Tinsley
8.10.18