

TOWN OF WENHAM  
Board of Selectmen  
Meeting of September 18, 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 September 18, 2018 at 5:30 pm in the Selectmen Chambers.

**Welcome & Call to Order**

With a quorum present, Ms. Harrison called the BOS meeting to order at 5:35 pm

Selectmen present: Catherine Harrison, Chair (2020); Jack Wilhelm, Clerk (2019)

Not Present: John Clemenzi, Vice Chair (2021)

Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

- Meeting packet

**Executive Session** – Finance Director & Treasurer/Collector

*Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel Finance Director & Treasurer/Collector and to return to open session. The motion carried unanimously by roll call vote.*

The BOS returned to open session at 5:48 pm

Also present, not participating: Patricia Moore Finance Director/ Treasurer-Collector position (pending appointment)

Public Information

- Recorded with permission by HWCAM
- Meeting Packet

**Public Input** – there was none.

**New Business**

Modified Compensation & Classification Schedule for Non-Union Employees: Finance Director / Treasurer/Collector

- Proposed Compensation and Classification Schedule for Town of Wenham Non-Union Employees, Effective September 18, 2018 (FY19)

Mr. Lombardi proposed to add the new shared Building Inspector as a Grade 7 and to reclassify the Finance Director/ Treasurer – Collector position as a Grade 3. Mr. Lombardi referenced the Finance Director's job function and job responsibilities that determine the grade and recommended this position be changed from a grade 4 to a grade 3 with a salary range of \$87,000 up to \$109,000.

*Vote: Ms. Harrison moved to the adopt the updated Compensation and Classification System for Town of Wenham Non-Union Employees, including the addition of the Inspector of Buildings at Grade 7 and reclassifying the Finance Director / Treasurer/Collector as Grade 3. The motion carried unanimously.*

*Vote: Ms. Harrison moved to the adopt the updated Compensation and Classification System for Town of Wenham Non-Union Employees, including the addition of the Inspector of Buildings at grade 7 and reclassifying the Finance Director / Treasurer/Collector as grade 3. The motion carried unanimously.*

Ms. Harrison suggested the Compensation and Classification System be updated every three years to keep current with the market rate.

Appointments

- Community Preservation Committee: Tom Starr & Natalie Bowers

*Vote: Ms. Harrison moved to appoint Thomas Starr & Natalie Bowers to the Community Preservation Committee for (2) year terms, at-large, beginning on September 18, 2018 and ending on June 30, 2020. The motion carried unanimously.*

Mr. Lombardi was asked to confirm appointment terms of the boards/ committees.

- Finance Director & Treasurer/Collector: Patricia Moore

Ms. Harrison reviewed that the negotiation of the employment agreement with Ms. Moore was the topic of the executive session. With the terms of the agreement confirmed, the vote must take place in open session.

*Vote: I move to approve an employment agreement with Patricia Moore to serve as the Town's Finance Director and Treasurer/Collector for a 3-year term commencing September 21, 2018, an initial probationary period through June 30, 2019, and at an annual salary of \$95,000 for FY19; and further to appoint Patricia Moore as Finance Director / Treasurer/Collector for a term beginning November 1, 2018 and ending June 30, 2019. The motion was seconded with enthusiasm and gratitude and carried unanimously.*

Brief Overview of Emergency Management Preparedness for Severe Weather Events

- Memo from P. Lombardi re Brief Overview of Emergency Management Preparedness for Severe Weather Events  
September 18, 2019

Mr. Wilhelm referenced the Memo from the Town Administrator regarding the Town's Emergency Management Preparedness for Severe Weather Events which read in part:

Our Police and Fire Departments have traditionally taken the lead on Emergency Management, as is the case in most municipalities. When extreme weather is forecast for our area, we convene our Public Safety Leadership Team (Police, Fire, DPW, and Water) several days in advance to review staffing plans and prepare our approach. During the storm, we are in constant communication as events unfold. Depending on the severity of the storm, we sometimes reconvene the Team to ensure our coordination is optimal and everyone is on the same page. Given the size of our organization and the community, this approach has served us well over the years.

Mr. Wilhelm also noted that the fire department has a portable generator to be used during an emergency.

The Town has identified that a hardwired generator at Bessie Buker School had an estimated cost of \$40,000 to back up the IT system and emergency power. This will continue to be discussed. In his memo, Mr. Lombardi recommended a presentation on this topic at a BOS meeting in the next few months and to include Fire/Police/Hoard of Health.

It was noted that the HW Regional High School also serves as a shelter and has a hard-wired generator.

The BOS were posted to meet jointly with the Finance Committee for a Presentation on FY20 budget forecast.

Ms. Harrison attended this presentation at 6:30 pm.

The Board of Selectmen adjourned at 6:20 pm.

Mr. Wilhelm left the meeting.

Respectfully Submitted By

Catherine Tinsley

9.24.18