

TOWN OF WENHAM  
Board of Selectmen  
Meeting of September 3, 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 September 3, 2019 at 5:30 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 5:33 pm.  
Selectmen present: Jack Wilhelm, Chair; John Clemenzi, Vice Chair; Catherine Harrison, Clerk  
Also present: Anthony Ansaldi, Town Administrator; Catherine Tinsley, Recording Secretary

**Public Input** – Items not on the agenda  
There was none.

**Announcements** – Additional information can be found on the town's web site.

- Notice of Water Ban from the Water Department – as issued by the DEP due the water level of the Ipswich River below minimum levels. There is a \$100 fine for the use of water irrigation systems during the ban.
- Fall 2019 Citizens Leadership Academy Begins Wednesday, September 18, 6:00pm and runs through December 4<sup>th</sup>.
- Lunch & Learn at the COA: How to Avoid Ever Changing Scams - Phone, Email, Mail: September 18, 11:30am
- Household Hazardous Waste Collection Day, Hamilton DPW Garage 577 Bay Road, October 5, 9:00am-12:00pm

### Reports

- Town Administrator

Mr. Ansaldi briefly updated the Selectmen on the following:

- Attended a coffee hour/open house at the Barrington Center for Arts at Gordon College and met Michael Lindsay, President and Rick Sweeney, Vice President Marketing and External Affairs
- Met with our State Delegation. Representative Brad Hill stopped into my office to say hello and met Senator Bruce Tarr, and the Representative, at the ribbon cutting ceremony at the Hamilton/Wenham Community House for their new before and after school childcare program.
- Budget Calendar - Working with the Finance Director on the Financial Forecast to present to the board on October 1st.
- Personnel - Christine Doane, Finance Assistant & Payroll Coordinator, has announced she will be leaving us to take a job in the private sector. Ms. Moore is reworking the job description and hope to have a proposed amended job description to the Selectmen for the next meeting; once approved, the position will be posted.
- 1A Main Street Traffic Improvement Project - Letter was sent to Secretary Pollack; Mr. Ansaldi will follow up by the weeks' end with MassDOT.
- Met with Don Lake, President of the Hamilton Wenham Youth Soccer Association last week and anticipates to have contracts for the use of the soccer fields for the Selectmen to review at the next meeting for Academy at Penguin Hall and Landmark School.
- The Town now has a Twitter account @TownofWenham and should shortly have a Town Facebook & Instagram account.
- The Town was awarded a Green Communities Grant for \$127,086. Special thank you to our Energy Manager Vicky Masone for all her hard work that goes into this program. The funding will mostly be used to upgrade to LED lighting in municipal buildings.

### Consent Agenda

- One Day Liquor License: Kathleen Feldman, Wenham Museum Golf Tournament Fundraiser held at 94 Main Street & 132 Main Street, Friday, September 20, 2019, 12:00pm – 7:00pm
- Gift & Donation Solicitation for 10 Office Chairs for Wenham Police Department from Cubicle Solutions, Inc.
- Minutes – **Executive Session: January 15, 2019 #2 - Approve & hold, not for release**
  - Liquor License application, check for application fee \$50
  - Certificate of Insurance, Tips Certification

*Approved 09.17.19*

- Email recommendations from Police Chief T. Perkins, and Deputy Chief Baxter- August 21, 2019 and J. Bresnahan, Permitting Coordinator & Special Projects Manager
- Gift & Donation Solicitation from Police Chief T. Perkins
- Email re Potential Donation of Office Furniture, from Police Chief T. Perkins August 21, 2019
- Draft Minutes – Executive Session #2- January 15, 2019

*Vote: The BOS voted unanimously to approve all items in the Consent Agenda as presented including holding the second set of executive session minutes from January 15, 2019.*

## **New Business**

- Appointments

- Police Department: Reserve Officers

Reserve Officer Ryan P. Devaney, Reserve Officer Kevin D. Kelley, II, Reserve Officer Anthony Santo

- Memo re Reserve Officer Appointments from Police Chief T. Perkins

Chief Perkins and Captain DiNapoli were present to recommend the following appointments to fill the vacant Reserve Officer positions. The candidates went through an oral board process and extensive background investigation.

*Vote: The BOS voted unanimously to appoint Reserve Officer Ryan P. Devaney, Reserve Officer Kevin D. Kelley, II, Reserve Officer Anthony Santo, for a term beginning September 3, 2019 and ending June 30, 2020.*

- Interim Inspector of Buildings: Peter M. Blanchette

This appointment is an extension to the 30-day appointment August 6, 2019 – September 3, 2019. Mr. Ansaldi reported that they are in the process of conducting interviews to permanently fill the Building Inspector position.

*Vote: The BOS voted unanimously to appoint Peter M. Blanchette as Interim Inspector of Buildings for a term beginning September 4, 2019 and ending October 1, 2019.*

- Iron Rail Commission: Jason S. Wachtel

- Appointment request from J. Wachtel

Mr. Wachtel was present and declined the appointment and gave a verbal resignation from the Iron Rail Commission effective immediately.

- Review and Potential Approval of Reserve Fund Transfer (RFT) Request for Chapter 115 Payment: Health Insurance

- Memo re RFT – Veteran’s Expense from P. Moore, Finance Director, August 28, 2019
- Reserve Fund Transfer Request
- M.G.L. CH 115, Section 5 – Payment of Veteran’s benefits by city or town; assignment of benefits, etc.

Patty Moore, Finance Director was present to explain the RFT was to cover the cost of health insurance under Chapter 115 for a Wenham Resident who is a veteran’s widow. Ms. Moore noted that the Town has not paid for Chapter 115 benefits for many years and no funds were budgeted. This is a new, unanticipated, expense with a total cost just over \$2,000 which is reimbursed at 75% from the State; the payment from the state typically takes a few years. Because this is anticipated to be ongoing, the funding will be included in the 2021 budget.

The Reserve Fund transfer request will be presented to the Finance Committee for approval.

*Vote: The BOS voted unanimously to approve the recommendation of a Reserve Fund transfer of \$2,035 for coverage of the health insurance assistance as requested by a veteran’s widow and directed in MGL Chapter 115, Section 5.*

- Review and Approve Wreaths Across America Mailer with Quarter 2 Property Tax Bills

- Draft Wreaths Across America Flyer

Mr. Wilhelm announced that donations are being sought by the Veteran’s Committee to purchase evergreen wreaths from Wreaths Across America. The goal is to place a wreath on each of the 476 veteran’s grave at the Main Street Cemetery in conjunction with Wreaths Across America ceremony at Arlington Cemetery; this is done in early December.

The request to the BOS was to approve including a proposed fundraising flyer be sent with the 2nd quarter property tax bills.

*Vote: The BOS voted unanimously to approve the Wreaths Across America flyer as presented for inclusion in the FY20 Quarter 2 property tax bill mailing.*

- Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)
- Adjournment – *The BOS unanimously adjourned at 6:13 pm.*

*Respectfully Submitted By  
Catherine Tinsley,  
9.4.19*