

TOWN OF WENHAM
Board of Selectmen
Meeting of September 17, 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 17, 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 YouTube HWCAM.

- Call to Order - With a quorum present, Mr. Wilhelm called the meeting to order at pm.
Selectmen present: Jack Wilhelm, Chair; John Clemenzi, Vice Chair; Catherine Harrison, Clerk
Also present: Anthony Ansaldi, Town Administrator; Catherine Tinsley, Recording Secretary

The agenda was taken out of order with consent*

Appointments

- Announcements
 - Fall 2019 Citizens Leadership Academy Begins Wednesday, September 18, 6:30pm
 - Lunch & Learn at the COA: How to Avoid Ever Changing Scams - Phone, Email, and Mail, September 18, 11:30am
 - Household Hazardous Waste Collection Day at Hamilton DPW, 577 Bay Rd., Saturday, October 5, 9:00am-12:00pm
 - Hamilton-Wenham Cultural Council Accepting Grant Applications Through October 14
- Reports
 - Town Administrator

Hamilton-Wenham Public Library - On September 4, 2019, I had the pleasure of touring the Library accompanied by Kim Butler, Library Director. During the tour, we had an opportunity to discuss operating and capital budget challenges that she may be experiencing. She informed me of the computer upgrades that were made possible by the Friends of Hamilton-Wenham Public Library as well as upgrading the phone system through other funding.

Planning Department - On September 9, 2019 we met with our consultants from Weston & Sampson to address grant opportunities that will be available now that Wenham is designated as a Municipal Vulnerability Preparedness (MVP) Community for its completion of the Community Building Resiliency planning process. We have also completed our Hazard Mitigation Plan which has been accepted by the State. We anticipate that the next round of MVP Grant funding will be opening at the end of September. Weston and Sampson will be assisting the Town with the grant application process. Our intention is to select projects that are identified as action items that will give us the best opportunity to be awarded grant funding through the State's MVP Grant program and various other sources.

Personnel - On Friday, September 13th we thanked Christine Doane, Finance Assistant and Payroll Coordinator, for her service to the Town as she has accepted a position in the private sector. With that, we are looking at upgrading a replacement position by increasing the amount of hours and expanding the job description. A proposal will be available for review at the October 1st Board of Selectmen meeting.

I would also like to thank our Interim Building Inspector Peter Blanchette for his service to our community as well as the Town of Hamilton. A recommendation, from the interview committee, to appoint Angelo Salamone as the permanent Building Inspector is on the BOS agenda for this evening.

Emergency Preparedness/Public Safety - On September 10, 2019, the Towns of Wenham and Hamilton participated in a Wenham Mass Casualty Table Top Exercise. There were five objectives:

Law Enforcement will identify a secure inner and outer perimeter and develop an evacuation and traffic coordination plan. Identify stakeholders that (both internal and external) that will participate in the Unified Command and illustrate their roles in the Command and General Staff positions.

Unified Command will identify critical objectives, required personnel, and resources for a mass casualty incident.

Emergency medical responders will establish triage, treatment and transport areas according to the Massachusetts Emergency Medical Services Mass Casualty Incident Plan.

Approved 01.21.20

Public Information personnel will monitor broadcast outlets, social media platforms, provide incident updates, and dispel rumors utilizing applicable public and private sector public information resources.

A special thank you to our Emergency Management Coordinator Bob Breaker for securing a grant to make this possible. We look forward to the final report that will be prepared from the training consultant Ascenttra.

Police Captain DiNapoli spoke briefly on the Table Top Exercise reiterating that this was a productive and beneficial training day for the Fire & Police departments. This included about 15 to 20 agencies also participated that are relative to this area.

I would also like to thank the Wenham Fire & Police Department for their annual ceremony remembering those first responders that lost their lives from the terror attacks on September 11, 2001. In total, 2,977 people lost their lives at the World Trade Center in New York, The Pentagon, and Shanksville, Pennsylvania.

Selectman Clemenzi observed that longtime resident Dick Gourdeau passed away September 4th. Mr. Gourdeau contributed to The construction of Gordon College Chapel, and construction of homes in Parson's Hill & Settler's Lane. Mr. Gourdeau was a strong advocate for the HW School system and was a past Chair of the Wenham Planning Board.

- Consent Agenda

The BOS voted unanimously to approve all items in the consent agenda including the One Day Liquor License for the Wenham Museum Attic Treasures Fundraiser, 132 Main St. and the Gift & Donation Acceptance of 10 Office Chairs for Wenham Police Department from Cubicle Solutions, Inc. and the Meetings Minutes of August 6, 2019, August 20, 2019 and September 3, 2019 including the release of the executive session meeting minutes of August 6, 2019.

- One Day Liquor License: Kathleen Feldman, Wenham Museum Attic Treasures Fundraiser held at 132 Main Street, Friday, September 27, 2019, 5:00pm – 8:00pm
- Gift & Donation Acceptance of 10 Office Chairs for Wenham Police Department from Cubicle Solutions, Inc.
- Minutes – Open Session: August 6, 2019; August 20, 2019; September 3, 2019 Executive Session: August 6, 2019 #1; August 6, 2019 #2

New Business

- Appointments*

Fire Department: Call Captain John H. Joyce; Call Lieutenant Sean P. McCarthy

- J. Joyce resume, S. McCarthy
- Letter of recommendations from Fire Chief Kavanagh, dated September 17, 2019

These appointments are a result of the Fire Department's reorganization.

- Fire Chief Kavanagh was present and formally recommended the appointment of John H. Joyce as Call Fire Captain on the Wenham Fire Department.

The BOS voted unanimously to appoint John H. Joyce as Call Captain for a term beginning September 17, 2019 and ending June 30, 2020.

Captain Joyce was present and pinned by his daughter.

- Fire Chief Kavanagh recommended Shawn McCarthy be appointed as Call Lieutenant on the Wenham Fire Department.

The BOS voted unanimously to appoint Sean P. McCarthy as Call Lieutenant for a term beginning September 17, 2019 and ending June 30, 2020.

Mr. McCarthy was present and pinned by his daughters.

- Inspector of Buildings: Angelo P. Salamone

- Email J. Bresnahan to A. Ansaldi re Inspector of Buildings, September 4, 2019
- Job posting, Job Description
- A. Salamone letter of interest, resume

Angelo Salamone was present.

On completion of the interview committee, Angelo Salamone was recommended to be appointed as the Building Inspector for the Towns of Wenham & Hamilton.

The Hamilton BOS will vote on this appointment at their meeting on September 22, but as the lead community for the joint Inspectional Services, Wenham is the hiring authority.

The BOS voted unanimously to appoint Angelo P. Salamone as Inspector of Buildings for a term beginning September 30, 2019 and ending March 31, 2020.

- Acceptance of Green Communities Grant Award and Execute Contract with Mass DOER

- Email notification to A. Ansaldi from V. Mason, dated September 4, 2019
- Contract

Approved 01.21.20

Mr. Ansaldi explained that this is a contract to award a grant to the Town of Wenham for fiscal year 2020-2021 to fund energy conservation measures, LED lighting and certification training, in municipal facilities including Hamilton Wenham Public Library, Fire Station, Police Station, Town Hall, and Highway Department.

Vicky Masone, coordinator was recognized for her work in putting this grant together.

The Board of Selectmen voted unanimously to accept the Competitive Grant award in the amount of \$127,086 from the Massachusetts Department of Energy Resources Green Communities Division and to authorize the Chair to execute the contract on behalf of the Board.

- Discussion and Potential Approval of Hamilton-Wenham Youth Soccer Association (HWYSA) Iron Rail Soccer Field Sublease Agreements
 - Draft Agreement to Sublease Iron Rail Fields: Academy at Penguin Hall
 - Draft Agreement to Sublease Iron Rail Fields: Landmark School

Mr. Ansaldi explained that the request before the BOS was to authorize and approve the terms of the subleases for the use for the soccer fields at the Iron Rail property, Grapevine Road. This is town owned property of which the HWYSA leases the soccer fields and sublets the fields to Landmark School and the Academy at Penguin Hall.

Mr. Ansaldi and Mr. Wilhelm met with Don Lake, President of the HWYSA, regarding the subleases; the parties agreed on the subleases as presented.

Mr. Ansaldi summarized the important changes negotiated in the leases:

- Full payment must be made prior to taking the field
- Half payment is due in January with the balance paid in April. Also, in April the town will receive the next half payment for the next year and the balance paid in August, prior to using the field.
- The BOS has the right to notify the HWYSA with any changes prior to April 1, or, without notice the lease will go on as last negotiated.

Mr. Clemenzi noted concern that the town has assurance that there be no delinquency, noting in the past, the town was not paid for the sublease for three years. He questioned what was in the lease to oversee the process and payment due dates.

Mr. Wilhelm summarized this agreement addresses those delinquent concerns and gives the BOS oversight on payments and timing of the payments, noting these terms were undefined in the previous lease.

Mr. Ansaldi noted that the payment dates as set in the lease are on the town calendars and reminders would be issued to HWYSA.

Mr. Ansaldi confirmed the Penguin Academy has an outstanding balance of \$3,000 for the field use last year.

Ms. Harrison noted that the Town Administrator, Chair of the BOS met with Don Lake and negotiated the new lease, but this was the first time she and Selectman Clemenzi had seen the proposed sublease and typically the BOS do not vote at the first meeting an (substantive) issue is discussed. Ms. Harrison voiced her concern that the town has “no teeth” in the subleases if payments are not made and asked, at a minimum, that the subleases reference the lease with the HWYSA. Given the history of the Academy’s late payments, Ms. Harrison further suggested that the town, as the landlord with a vested interest, have more specific language to terminate sublease agreements.

The Selectmen discussed in length the proposed sub lease annual payment reduction from \$6000 to \$4500 for Landmark School and \$3,500 for Penguin Academy. It was noted that Landmark uses two soccer fields and does in kind work i.e. mowing, field lining and the Academy uses one field, having only 5 to 6 players.

Mr. Wilhelm noted that Mr. Ansaldi had only been Town Administrator for a couple weeks and as the BOS chair, he attended the meeting to offer support.

Ms. Harrison asked that the contract dates be more specific than just “spring and fall”, the \$6000 fee for field use by the Academy not be changed and the Academy pays their outstanding balance from last year of \$3,000, language in both subleases be strengthened for the town to have recourse if payments are in default and the subleases reference the HWYSA lease of (dated) in the subleases with Landmark and the Academy at Penguin Hall.

Mr. Clemenzi agreed that the Selectmen take the additional time to have a lease document that is clear and makes sense for all parties. Mr. Ansaldi will contact Don Lake with the BOS comments.

It was agreed this be deferred to the October 3 meeting.

- Recommendation of \$250,000 in Affordable Housing Trust (AHT) Funds Committed to Harborlight Community Partners for 62 Maple Street Application

Josh Anderson, Chair AHT was present and reported that the AHT voted at their last meeting on September 5 to grant Harborlight Community Partners \$250,000 for Maple Woods in the form of a subordinate loan.

Approved 01.21.20

He reviewed some of the terms of the loan. Andrew DeFranza was present.

Vote: The BOS voted unanimously to accept the recommendation of the Affordable Housing Trust which read:

Motion to recommend to Board the Selectmen that \$250,000 be funded from Affordable Housing Trust, be committed to Harborlight Community Partners for project per the application at 62 Maple Street in the form of a subordinate loan that bears no interest, no payments with a term of 30 years, and be contingent on:

- 1. All contingencies from the Community Preservation agreement approved by Town Meeting 2019*
- 2. The loan is callable if any units fails to meet the income restriction requirements set by Department of Housing Community Development qualifying such unit as a LAU (Local Action Unit) under 40b and callable if ownership applies to be tax exempt from Wenham real estate taxes*
- 3. Harborlight Community Partners applies for as much local preference from the state as possible be obtained*
- 4. The age restriction for the project be age 62 and over*
- 5. Approval is subject to the parties entering into a mutually acceptable Grant Agreement setting forth the terms of said payment.*

Ms. Harrison noted Josh Anderson's term on the AHT would have be up at the end of the year, but Mr. Anderson is moving out of town. Ms. Harrison recognized Mr. Anderson for his 9.5 years of service on the AHT.

Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)

Adjournment – *The BOS unanimously adjourned at 8:08 pm.*

Respectfully Submitted By
Catherine Tinsley
1.3.2020