

TOWN OF WENHAM
Board of January 15, 2019
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 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 January 15, 2019 at 4:30 pm in the Selectmen Chambers 1st 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. Jack Wilhelm (2019), Catherine Harrison (2020), John Clemenzi (2021)

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, Ms. Harrison called the BOS meeting to order at 4:30 pm
Selectmen present: Catherine Harrison, Chair John Clemenzi, Vice Chair; Jack Wilhelm, Clerk
Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

- Meeting packet
- The meeting was recorded with permission by HWCAM

Executive Session - Community Preservation Act

Vote: Ms. Harrison moved the BOS enter into executive session under M.G.L. Ch. 30A, § 21 (6) To consider the purchase, exchange, taking, lease or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body and to include the CPC and to return to open session to for the sole purpose of voting to enter into a second executive session. The motion carried unanimously by roll call vote.

Executive Session - Maple Woods

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 regarding Maple Woods and to include Special Counsel Attorney Adam Costa, K & P and to return to open session. The motion carried unanimously by roll call vote.

The BOS return to open session at 6:31 pm.

Public Input – There was none.

Announcements

- Town Hall Extended Friday Hours in January: Town Hall will remain open until 4:30pm Friday, January 18th to help offset hours from closures on Christmas Eve and New Year's Eve.
- Health Counts 2019 by the Board of Health: Ms. Bresnahan spoke on the health awareness program *Health Counts* that encourages residents to participate with Town Employees and chose a healthy activity each day from web site.

Reports

Town Administrator

- Personnel - Our Library Director, Jan Dempsey, will now be retiring after Town Meeting in early April, a few weeks later than she had originally planned on. At their meeting last week, the Library Board of Trustees appointed a 9-member Screening Committee which will meet for the first time next week. The position has been posted, with applications due by February 12 and initial interviews to follow shortly thereafter. We still plan to have the position filled on a permanent basis sometime in late April or early May.
- Main Street Traffic Project - Bayside Engineering is now under contract to complete survey work, develop a base plan, and evaluate environmental permitting requirements for the Town as part of the first phase of engineering work for this project. They began survey work on site today. This will take about six months. Other Funding Sources for the project are still being sought; Representative Hill is working with the Town.

Selectman

Mr. Clemenzi announced Betty Cheeseman turned 100 this month and is the oldest resident in the community. Mr. Clemenzi read the proclamation and awarded it to her son, Gary Cheeseman.

Consent Agenda

- A. Acceptance of Donation from Wenham Fire Company - Letter regarding Wenham Fire Company Donations from Stephen Kavanagh, Chief, WFD, January 8, 2019
1. Gift and Donation Form for Chimney Scrubber valued at \$1,900 from the Wenham Fire Company
 2. Gift and Donation Form for Blow Hard Electric Fan valued at \$3,595 from the Wenham Fire Company

Vote: Mr. Clemenzì moved to approve all items in the Consent Agenda as presented and it was unanimous to do so.

Mr. Wilhelm reported that a revenue fund has been set up with a \$1000 donation from Airforce Veterans for the purchase of wreaths for Wreaths Across America. Win Dodge volunteered to oversee the finances of the Veteran's Committee.

New Business

One Day Liquor License Request - Molly Martins, Academy of Penguin Hall, 36 Essex Street

Essex County Community Foundation Membership Council Meeting & Workshop, January 28, 2019, 4:00pm – 8:30pm

- Completed Application
- Certificate of Insurance
- ServeSafe Certification
- Check for \$50
- Email recommendations: J. Baxter, Captain, WFD; K. DiNapoli, Chief, WPD; J. Bresnahan, Permitting Coordinator & Special Projects

Motion: Mr. Wilhelm moved the Board of Selectmen approve a One-Day (All Alcoholic Beverages) Liquor License for Molly Martins for the Essex County Community Foundation's Membership Council Meeting to be held at the Academy at Penguin Hall, 36 Essex Street, Monday, January 28, 2019 from 4:00pm – 8:30pm. Ms. Harrison seconded for the purpose of discussion.

Under Discussion: The BOS briefly discussed that the Academy Penguin Hall has not paid money owed to the Town for the use of the soccer fields at Iron Rail over the past 3 years. Ms. Harrison suggested if back payments were made to bring Penguin Hall Academy in good standing with the Town, the BOS could consider this again at an upcoming meeting.

Vote: The motion failed with Mr. Wilhelm and Ms. Harrison, regrettably, voting in the negative and Mr. Clemenzì abstaining.

Review and Potential Approval of Side Letter of Agreement with AFSCME Local 2905 for Additional Compensation during Fire-based Emergency Medical Services Pilot Program

- Memo re: AFSCME Side Letter of Agreement to Increase Minimum BLS Transport Compensation for Duration of Fire-based EMS Pilot Program from P. Lombardi, January 7, 2019
- Collective Bargaining Agreement between the Town of Wenham and The American Federation of State, County and Municipal Employees, AFL-CIO, Council 93, Local 2905, July 1, 2016-June 30, 2019
- Memo re: Memorandum of Agreement - Northeast Regional Ambulance Service for ALS Back-up from P. Lombardi, January 11, 2019
- Proposed Agreement between Northeast Regional Ambulance Service and the Town of Wenham
- Review of Preliminary FY20 Budget and Discussion of Policy Options
- Memo regarding Review of Preliminary FY20 Administration Budget, P. Lombardi, January 11, 2019
- Memo regarding Review of Preliminary FY20 Administration Budget, P. Lombardi, January 2, 2019
- FY20 Preliminary Budget, January 3, 2019
- FY20 Budget Requests Above Level Services, Aggregated BOS Feedback – January, 2019 - PLACEHOLDER
- FY20 Budget Requests Above Level Services by Department:
- Facilities; Finance; Police; Emergency Management; DPW; Assessor; Town Clerk; COA; IT; Water; Age & Dementia Friendly Initiative
- HWRSD FY20 Superintendent's Budget Recommendation School Committee Presentation, January 2, 2019
- HWRSD Recommended FY20 Budget, December 19, 2018

Vote: Mr. Wilhelm moved, and it was seconded, to approve the proposed Side Letter of Agreement with AFSCME Council, Local 2905 regarding the increase in minimum BLS transport compensation.

Under Discussion: Mr. Lombardi reviewed the BOS agreed to a Side Letter as part of a series of bargaining sessions with the Call Firefighters Associations to increase minimum hours of compensation of those Firefighters completing the ambulance transport during the Fire Based EMS program. Three Firefighters are in the AFSME Union and the same Side Letter Agreement applies to these individuals. *Vote: The motion carried unanimously.*

Review & Potential Approval of Memorandum of Agreement with Northeast Regional Ambulance Service for ALS Back-up

- Memo regarding Memorandum of Agreement with Northeast Regional Ambulance Service for ALS (Advanced Life Support) Back-up from P. Lombardi, January 11, 2019
- Proposed Agreement between Northeast Regional Ambulance Service and the Town of Wenham

Motion: Mr. Clemenzì moved and it was seconded, to approve the proposed Agreement with Northeast Regional Ambulance Service for ALS backup and to authorize the Town Administrator as the signatory of the Agreement.

Under discussion: The BOS improved an initial similar Agreement with Cataldo Ambulance, the primary back up ambulance service; this extends the same Agreement with Northeast Regional Ambulance Service as the secondary back up ambulance for Wenham. *Note: The motion carried unanimously*

Review of Preliminary FY20 Budget and Discussion of Policy Options

- Memo regarding Review of Preliminary FY20 Administration Budget, P. Lombardi, January 11, 2019
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- FY20 Budget Requests Above Level Services, Aggregated BOS Feedback – January, 2019 - PLACEHOLDER
- FY20 Budget Requests Above Level Services by Department
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Finance Director, Patty Moore was present.

Mr. Lombardi noted the budget now includes the HWRSD's recommended budget with a 6.2% net operating budget increase of which 1% is for items above and beyond what the school terms as a level services budget. Also added outside of the operating budget is:

- \$250,000 funding for OPEB (currently there is no funding)
- \$73,000 funding for a School Resource Officer

There has been some discussion with the Hamilton BOS to potentially include the School Resource Officer in the Hamilton Budget. Including Wenham's enrolment shift assessment, the Town's overall assessment for the HWRSD is an increase of 6.9%. There are no changes to the Town's budget and it remains \$934,000 over levy limit; \$242,000 of which is just for level services and includes a 3% increase to HWRSD budget.

The BOS discussed at their last meeting about what a levy limit budget with level services would leave for funding capacity for the HWRSD. MR. Lombardi reported that the Town would have the ability to fund 1.4% net operating increase of \$160,000. And separately funded, as has been done the past few years, \$177,000 to offset cost of enrollment shift making the total funding for HWRSD budget increase of \$336,000 from a levy limit/level Town budget.

This approach means a potential Operating override for HWSD of \$559,000. Mr. Lombard noted the total assessment set to increase \$700,000 is lower than actual \$900,000 increase because over \$200,000 in excluded debt is dropping off for the Middle School building.

The BOS recommended to the FinCom to begin with this approach. Key things considered to this approach.

1. Relying on one-time funds for the operating budget which that is not sustainable and the potential to have school and town operating override next year
2. The Town is not funding any new capital in FY20 and again, one-time funds were used to make payments that are now in the operating budget. These capital needs will only be pushed out a year and will still be needed to be addressed with no additional funding resource.
3. Which if any of those requests (\$200,000) for additional staff, capital, over the level service budget would be considered in the levy limit budget, which would increase the override for the school.

Mr. Wilhelm initiated a conversation to use stabilization fund for capital expenses or consider Community Preservation application for any acceptable items.

Ms. Harrison offered a suggestion to look at capital needs and bond as debt exclusion and draft a list of capital needs anticipated in the next 5 years, noting this must be a minimum of \$1 million. Mr. Lombardi and Ms. Moore will look into this idea. Mr. Clemenzi encouraged good business sense and what can be deferred and what needs to be addressed immediately to prevent additional costs in the future.

After discussing the Board was open to further considering options with the FinCom.

The School would need to cut the budget \$1.7 million to fit within the Town's levy limit.

It was noted that the School has Excess & Deficiency funds and would be encouraged to use it especially since there is now a Circuit Breaker fund for Special Education costs.

Adjournment – *The BOS unanimously adjourned at 7:47 pm.*

Respectfully Submitted By
Catherine Tinsley
2.17.19