

TOWN OF WENHAM
Board of Selectmen
Meeting of October 23, 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 October 23, 2018 at 6 pm in the Selectmen Chambers.

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](https://www.youtube.com/watch?v=HWCAM).

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 5:30 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 #1– Wenham Call Firefighters Association

Vote: Ms. Harrison moved to 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 continue in Executive Session #2. The motion carried unanimously by roll call vote.

Executive Session #2 - Hamilton Wenham Regional Education Association

Vote: Ms. Harrison moved to 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 Board returned to open session at 6:23 pm and recessed until 6:30 pm.

The Agenda was taken out of order

The Board acknowledged Gary Cheeseman for organizing a group to paint the mural for the Town's 375 Anniversary which included history of the Town and the Town Seal. Andrew Beckwith spoke on behalf of his neighbors who worked on the painting which included 2 to 15 year old neighborhood children.

In celebration of Wenham's 375th Anniversary, a mural was painted by Abby (10), Abigail (8), Alex (9), Jacob (15), Julian (6) Gabe (13), Nat (9), Nika (4), and Teagan (8) with the artistic assistance of Larissa Doronina and organizational skills of Karen Beckwith.

Inspiration for the mural came from the paintings of Contemporary Folk artist Valerie McCaffrey of Beverly. Prints of her Wenham in All Seasons oil painting, commissioned by the Wenham Museum in 2015, are available on their website, and all involved wish to thank the museum for introducing these children to her art!

The 375th Anniversary mural, including a graphic replica of our original Town Seal, was originally created for a float in Wenham's 375th Anniversary Parade on September 8, 2018. The mural is now presented to the Town of Wenham by the two families who created it for display during our anniversary year.

Public Input- There was none.

Announcements

- Pumpkin Fest 2018 hosted by HW Recreation Dept., October 27th, 12:30pm to 5:30pm - With pumpkin carving, face painting, arts & crafts, games, a bouncy house, a children's costume parade & dance party there will be no shortage of family fun. The afternoon fun wraps up with Pumpkins in the Park when all carved pumpkins are illuminated and line the border of Patton Park's Weaver Pond while the sun sets.

- All activities will be held at the Hamilton Public Safety Building and are sponsored by the Hamilton-Wenham Recreation Department, Hamilton Fire & Police Departments, Early Childhood Partners, the Hamilton-Wenham Library, the Hamilton-Wenham Mother's Club, the Community House & TM Landscaping.
- Rain Plan: Pumpkin carving is on, rain or shine. If heavy rain falls, the outdoor activities will be cancelled and the pumpkin lighting will be postponed to Monday, October 29th at 5pm.
- Hydrant Flushing Begins October 29th - [Monday, October 29, 2018, the Wenham Water Department will begin flushing fire hydrants](#). Flushing will continue through November 9 and will be conducted between the hours of 8am - 2pm. The Town website will provide specific location updates as they are available.
Please be advised that you may experience a drop-in water pressure as well as some discoloration of the water during this process. The discoloration of the water is only temporary and does not indicate a problem with the water. If your water does become discolored, turn on an outside faucet to clear the water line before doing any laundry or cleaning. The Water Department will continue to monitor the water quality during this period to ensure that the water remains safe to drink. We apologize for any inconvenience this may cause, but flushing is an important part of our system maintenance. Please contact Erik Mansfield, Wenham Water Superintendent at (978)468-5520 ext.6 with any questions or concerns you may have.
- Community Preservation Committee (CPC) Public Hearing November 1st at 7:00pm - The CPC invites residents to attend their annual public hearing on November 1st at 7 pm. The hearing will be an opportunity to discuss preservation needs and possibilities in the upcoming year. The hearing will be held at Wenham Town Hall. The CPC is now accepting applications for CPA funding for the 2019 Annual Town Meeting. Applications are due to the Town Administrator's Office on Monday, January 7, 2019 at 4:00 pm. Application materials can be found online on the CPC page of the Town's website or hard copy in Town Hall. Questions regarding the public hearing or application process and deadline, can be directed to jbresnahan@wenhamma.gov or 978-468-5520 ext. 4.
- Curbside Leaf Pick-up to Begin on November 13th - The Wenham Department of Public Works annual leaf collection will begin November 13th with one to two passes of loose leaf collection followed by a bagged leaf collection in December if needed. Please use caution when moving loose leaves to the curb for pick-up and refrain from blowing leaves into the road which can be hazardous to motorists. The DPW will begin on the west side of Wenham moving east. They'll make every effort to pass through each street twice, but due to the uncertainty of the weather this time of year, it is not always possible. Check the town website: www.wenhamma.gov for the scheduled route and weekly status updates. Please contact the Wenham DPW with any questions at (978)468-5520 ext 6.
- [Wreaths Across America in Wenham Sponsorship Information](#) - On Saturday, December 15th at 12:00pm, the Town of Wenham will lay wreaths on our Veterans' graves simultaneously with participants at Arlington National Cemetery and communities across the nation. You can help by sponsoring a wreath for \$15 each, volunteering, or inviting friends to help. To learn more about Wreaths Across America including a link to online donations for wreaths in Wenham, visit the Town website: wenhamma.gov through December 3rd. Donations by check will be accepted during regular Town Hall Hours in the Treasurer/Collectors Office through November 26th and made payable to: [Wreaths Across America TM](#). Contact Karen Tyler, Director of Veterans' Services at 978-356-3915, kyler@eessexvets.com with any questions. Mr. Clemenzi gave a shout out to Scout leader Matt Bailey for talking to the Rod & Gun club for their support. Volunteers to lay the wreaths are being sought.

Reports

Town Administrator

- Flu Clinic - Last Wednesday, the Board of Health (BOH) held their 2nd annual flu clinic as part of series of Flu Clinics sponsored and run by the Hamilton & Wenham BOH. Turnout for the Wenham clinic was double that of last year, with 156 people being vaccinated (98 adults and 58 children) including residents and employees of Wenham, Hamilton, and HWRSD. This flu clinic also counted as an emergency preparedness drill for use of the Buker School as an emergency dispensing site for medication. There will be a final clinic for the season at the Hamilton COA on Friday, November 30th from 3:00-6:00 pm. The Wenham BOH still also has some doses available for those 18 and younger by appointment.
- Main Street Traffic Improvements- Central Transportation Planning Staff completed their analysis of potential traffic improvements to the Main Street corridor between Cherry and Arbor Street this summer. Their report examined a series of conceptual designs for each of these intersections based on the collective traffic patterns in our downtown corridor. Based on feedback from both MassDOT and the Town, the recommended project includes the installation of synchronized traffic signals at both Arbor Street / Friend Court and Cherry Street / The Maples.
- Last week, we met with MassDOT officials in seeking to move forward with this project. Since Route 1A is a state road and we have limited Chapter 90 funding available, MassDOT is actively seeking several different funding opportunities that would limit or eliminate the need for any local match funding for both the design and construction of this project (currently estimated at \$3.5M in total). A key component of that process is demonstrating proactive community outreach to all of the key stakeholders to ensure we have solicited feedback and have strong public support, as doing so would likely expedite state funding availability. A meeting to outline the proposed project is expected to be held in the next several weeks, with details to follow on the Town website.

Chair

Public Comment Period for Habitat for Humanity North Shore's 40 Hull Street Affordable Housing Project
Ms. Harrison reviewed in late September, Habitat for Humanity North Shore submitted a Chapter 40B Comprehensive Permit Application to the Department of Housing and Community Development (DHCD) for a 2 unit project at 40 Hull Street. Earlier this summer, the Affordable Housing Trust and Board of Selectmen approved use of \$230,000 in available funds from the Affordable Housing Trust in support of this "friendly 40B" project.
DHCD has a 30-day formal review and public comment period prior to issuing a determination of project eligibility. Please submit your comments to the Town Administrator's Office by Monday October 22, 2018 so that they can be aggregated and sent to DHCD. Once DHCD makes their determination, the project would then have to go through the standard review process by Wenham's land use boards, who would then hold their own public hearings.
The Town has received a couple of comments.

Consent Agenda

A. Approval of Minutes

Executive Session: September 25, 2018 (1) HELD; September 25, 2018 (2) HELD; September 25, 2018 (3) HELD

Vote: Mr. Clemenzi moved to approve item A in the Consent Agenda as presented, with all Executive Session meeting minutes from September 25, 2018 to be held until further notice. The motion carried unanimously.

New Business

Presentation on Status of Fire-based Emergency Medical Service (EMS) Pilot Program – Chief Kavanagh

- Wenham Fire Department Ambulance Report from Chief S. Kavanagh, October 17, 2018

Fire Chief Kavanagh was present and gave an update on the Fire based (Ambulance) EMS Pilot Program started in March of 2018. As part of this program Atlantic Ambulance still responds to emergencies through protocols in place and covers any additional Basic Life Support (BLS) calls as needed and all Advanced Life Support (ALS) calls.

Chief Kavanagh provided projected vs actual revenues and statistics to date. He observed improved response times and increased revenue to the Town.

Chief Kavanagh gave an overview of the (minimal) startup cost to the Town to provide an ambulance service and noted the value of equipment purchased through donations from the gift account and Wenham Fire Company

- Ambulance (used) \$7000 and stair chair – gift account \$3600
- Stretcher \$1960 and Lucas Device (automatic chest compression machine) \$16,000 – Wenham Fire Company

The ambulance is in queue to be replaced in 2021.

In closing, Chief Kavanagh recognized the hard work and dedication of the members of the Wenham Fire Department to the Town and to the residents.

Chief Kavanagh fielded questions from the Board.

Jeff Baxter arrived and spoke on the billing and contractual allowances from insurance companies; new insurance companies are being added daily.

Discussion on Options for Disposition of Old Council on Aging (COA) Van

- Memo regarding Options for Disposition of Old Council on Aging Van from P. Lombardi, October 18, 2018
- COA Van Gift Fund Revenue & Expenditures FY15-18
- Letter regarding Request for Donation of COA Van from Carlene White, President, Service Dog Project, Inc.
- The Chapter 30B Manual Procuring Supplies, Services and Real Property, Chapter 7: Disposal of Surplus Supplies, Commonwealth of the Inspector General, Glenn A. Cunha, Inspector General, November 2016

Jim Reynolds, COA Director was present.

Mr. Lombardi reviewed the Town purchased a new COA van at a purchase price \$60,000. The Town received an 80/20 local match state grant of \$48,000 and Town Meeting approved \$12,000 of Free Cash to pay the balance but money from the COA Van Gift Account was used instead.

The Town now must dispose of the 2009 Ford E350 Van with 129,000 miles.

Ten years ago, when the town went through this process, the van was donated to the Service Dog Project, Ipswich. This same group submitted a letter indicating their interest in the 2009 van.

The other option to donating the van is to sell the vehicle on Municibid, an online clearinghouse for the disposition of municipal property, and direct the proceed to either go to the General Fund or to the COA Van Gift Account.

The return for this vehicle was estimated at \$5,000.

Considering the Town's financial position, the Selectmen concurred to sell the van and for proceeds to go directly to the COA van gift account and the Town Administrator agreed this was appropriate.

APPROVED 12.04.18

Vote: Ms. Harrison moved to declare the 2009 E350 COA Van surplus and that it be posted/sold on Municibid and the proceeds to go into the COA Van Gift account. The motion carried unanimously.

Referral of Request for Street Acceptance of Settlers Lane to Planning Board for Review

- Memo from Margaret Hoffman
- Email re Settlers Lane to B. Tyack, DPW Director from Peter Lombardi, Town Administrator, October 19, 2018
- Email re Street Acceptance Procedure – Settlers Lane from M. Hoffman, Planning Coordinator, October 16, 2018
- Letter re Settlers Lane/Street Acceptance from Peter C. Gourdeau, 75 Arbor Street Development LLC, July 15, 2018
- As Built Plan & Profile for Settlers Lane, December 18, 2017
- Letter re Settlers Lane/Street Acceptance from Peter C. Gourdeau, 75 Arbor Street Development LLC, July 15, 2018
- Settlers Lane Quit Claim Deed Draft
- Email re Settlers Lane from B. Tyack, DPW Director, February 20, 2018
- Email re Settlers Lane from T. Perkins, Chief, WPD, February 20, 2018
- Email re Settlers Lane from J. Bresnahan, Permitting Coordinator & Special Projects Manager, February 20, 2018
- Email regarding Settlers Lane from G. Bernhard, Health Agent, February 20, 2018

The BOS must formally refer the street acceptance to the Planning Board for recommendation to the BOS to place on the Town Meeting warrant.

Peter Gourdeau, the developer of the Settlers Lane, has indicated the required work on the road was completed and requested the Town proceed with the process to accept Settlers Lane as a town road.

Vote: Mr. Clemenz moved to refer the request for street acceptance of Settlers Lane to the Planning Board for their review and recommendation to Town Meeting. The motion carried unanimously.

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

There were none.

Executive Session #3 - Community Preservation Act Historic Preservation Restrictions

Vote: Ms. Harrison moved to enter into Executive Session #6 under M.G.L. Ch. 30A, § 21 – 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 regarding and to include Town Counsel Attorney Shirin Everett, KP Law, and to adjourn directly from Executive Session. The motion Carried unanimously by roll call vote.

Respectfully Submitted By

Catherine Tinsley

11.3.18