

TOWN OF WENHAM
Board of Selectmen
Meeting of December 11, 2018
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 December 11, 2018 at 5:45 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.

Welcome & Call to Order - With a quorum present, Ms. Harrison called the BOS meeting to order at 5:48 pm.

Selectmen present: Catherine Harrison, Chair; John Clemenzi, Vice Chair; Jack Wilhelm, Clerk

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

Executive Session

- Police Benevolent Association of Wenham
- AFSCME Council 93, Local 2905

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 the chair declares that an open meeting may have a detrimental effect on the bargaining or litigation position of the Town regarding Police Benevolent Association of Wenham and the AFSCME Council 93, Local 2905 and to return to open session. The motion carried unanimously by roll call vote.

The Selectmen returned to open session at 6:05 pm and recessed until 6:30 pm.

Ms. Harrison reconvened the BOS meeting at 6:30 pm.

Public Input – There was none.

Announcements

- Curbside Leaf Pick-up Update: The second round of loose leaf pick-up will begin within the next few days. The route updates are on town website. There was a side discussion of problems with leaves being left on the side of the street and if changes should be made.
- Annual Town Hall Holiday Open House – Wednesday, December 19 from 3:00 – 4:30pm
- Town Hall Holiday Hours: Closed December 24, 25, 20 and January 1
- Update on Annual Census – Dianne Bucco, Town Clerk was present and spoke on the annual census set for December; Massachusetts has been doing an annual census since the 1600's.
- Ms. Bucco commended those that participated in the 375th mock town meeting for the closing of the 375th Anniversary year-long celebration.

The agenda was taken out of order with consent.

*Annual Liquor License Renewals:

Reports

Town Administrator

- Representative Hill called to say that the House approved Longfellow Special Act. The Senate is expected to take it up this week and it is hoped it will be on the Governor's Desk for final approval by the end of the week. The next step is to put the project out to bid.
- The Fire & Police Department held their annual Toys for Tots fund raiser; both the cruiser and fire truck were filled with toys and the event was well attended. Residents were thanked for their support and donations.
- After the residential hearing for the proposed signal lights on Main Street, about 20 residents submitted feedback by email; this will be on the next meeting agenda for a more detailed update.

Approved 2.21.19

- Wreaths Across America is Saturday December 15. Wenham will participate with the nationwide service being held at Arlington Cemetery by placing 200 wreaths in the Main Street Cemetery on veterans' stones, beginning with the oldest graves. Scouts and volunteers will be placing the wreaths. Fund raising was held to cover the cost of the wreaths.

Consent Agenda

A. Minutes - Executive Session: October 23, 2018 (3) HELD

B. Appointments:

375th Anniversary Committee through June 30, 2019: Kirsten Alexander, Dianne Bucco, Gary Cheeseman, Althea Cranton, Harriet Davis, Diana Lang, Barbara Locke, Kristin Noon, Trudy Reid

Vote: Mr. Wilhelm moved to approve the Consent Agenda as presented, with set 3 of the Executive Session meeting minutes from October 23, 2018 to be held until further notice. The motion carried unanimously.

New Business

*Annual Liquor License Renewals

Fresh Foods, LLC DBA Wenham Tea House, 4 Monument Street - Chris Keohane, Present

- Checklist for Annual Renewal
- ABCC Retail License Renewal – Restaurant, All Alcohol
- Proof of Employer's Liability Insurance
- Proof of Worker's Comp. Insurance
- Tips/ServeSafe Certifications
- Check for \$1,500 (Liquor License)
- Check for \$50 (Common Victualler)
- Application for Common Victualler's License
- Restaurant Layout
- 2018 Food Service Permit
- Inspection Letter from Captain Kevin DiNapoli, WPD
- Inspection Certificate from Brian Leathe, Building Inspector
- Inspection Email from Captain Jeff Baxter, WFD

Vote: Mr. Clemenzi moved, having met all State and Local Licensing requirements and paid all fees, the Board of Selectmen renew the All Alcoholic Beverages Restaurant Liquor License held by Fresh Foods, LLC DBA Wenham Tea House located at 4 Monument Street through December 31, 2019. The motion carried unanimously.

Grassy Roots, LLC, 152 Main Street, Jenny Grammas

Ms. Grammas was not available for this meeting and the application to renew the liquor license for Grassy Roots was postponed to the next meeting.

97 Market, Inc., 143 Topsfield Road, Albert Abdelmalak, Present

- Checklist for Annual Renewal
- ABCC Retail License Renewal – Package Store, Wines & Malt
- Proof of Employer's Liability Insurance
- Proof of Worker's Comp. Insurance
- Tips Certifications
- Check for \$1,500
- Inspection Letter from Captain Kevin DiNapoli, WPD
- Inspection Certificate from Brian Leathe, Building Inspector
- Inspection Email from Captain Jeff Baxter, WFD

Vote: Mr. Clemenzi moved, having met all State and Local Licensing requirements and paid all fees, the Board of Selectmen renew the Wine and Malt Beverages, Retail Liquor License held by 97 Market, Inc. located at 143 Topsfield Road through December 31, 2019. The motion carried unanimously.

Review of Preliminary FY20 Budget

- Memo regarding Review of Preliminary FY20 Administration Budget, Peter Lombardi, Town Administrator, December 6, 2018
- FY20 Preliminary Budget, 12/6/2018
- Wenham Budget Forecast Preliminary FY20 Budget Presentation to Hamilton-Wenham Regional School Committee, Peter Lombardi, Town Administrator, December 4, 2018

On December 1 the Department Heads presented the preliminary department budget to the BOS with the FinCom as invited guests.

BOS 12.11.18

Approved 2.21.19

This discussion was a follow up to that workshop on what additional information the Selectmen need or any concerns or comments.

Mr. Lombardi summarized the budget process to date

The Department Heads were directed to prepare a level service budget with any compelling department needs with supporting documentation. The current budget is \$425,000 over the levy limit primarily due to new staffing request, compensation and capital requests.

New growth is projected to be \$100,000 more than it has been historically and is estimated at \$200,000; some additional evaluation is expected from FY18 new growth.

Free Cash- \$700,00 to be used for the operating budget; Free Cash was certified at just under \$1million and per policy \$250,000 is the minimum balance.

The ambulance revenue from the pilot program to be increased from \$35,000 to \$100,000 pending future billing; the revenues are in line with projections but assumes the ambulance program will continue.

State 911 is taking over the RECC (Regional Dispatch) on July 1. Starting in FY20, the Town will not be assessed. The past five years, \$82,000 has been taken off the Town's Cherry Sheet. The Town has not made a long-term decision on regional dispatch. The FY 20 budget assumes the \$82,000 assessment will drop off and state aid will increase. Some costs, \$15,000 is being absorbed back into the Fire/ Police budgets.

There is an increase in the abatement line from \$135,000 to \$175,000 to cover projected increase in funds to account for the expansion of the senior circuit program to expand eligibility of the property tax program. The town's program will now mirror the State's program.

There is \$155,000 in new staffing requests.

There are proposed increase in salaries for some positions above COLA \$15,000

Increase in expenses \$68,000

Mr. Lombardi requested the Board prioritize the requests.

Mr. Wilhelm suggested the Town Administrator provide a matrix chart including each request (capital, staffing, expenses) and associated cost with the ability to rate the request high, medium, low grading and return to the Town Administrator to be arrogated.

The HWRSD Superintendent's recommended budget will be delivered December 19/20.

Mr. Lombardi noted the Town departments have prepared budgets within a level service budget and encouraged a discussion independent on the school assessment.

Ms. Harrison observed the budget is already above the levy limit without approving request and there is a very good chance an override would be needed.

There is about \$50,000 in FY20 Capital requests that are prior year commitments for annual lease payment, funded from Free Cash in prior years that are now in the operating budget and an additional \$187,000 in FY20 capital requests included in the \$425,000 without a funding source.

A debt exclusion will be considered for large capital items.

Due to the tight budget the past few years and Fy20, the BOS recognized decisions made for FY20 will impact the FY21 budget and the town's dependency of Free Cash to fund the operating budget and pay for capital.

The BOS requested a list of policy decisions that need to be made related to the budget.

Review of Options to Address Resident/School Tennis Court Needs

- Memo regarding Pingree Park Tennis Court Facility Evaluation from P. Lombardi, April 26, 2018
- Pingree Park Tennis Court Inspection and Report Presentation, Sean Timmons, Hamilton-Wenham Recreation Director, May 1, 2018
- Letter regarding Proposal for Engineering Consulting Services, Tennis Court Renovations, Pingree Park, Wenham from Kathleen D. Hervol, Project Manager & Peter Spanos, Sr. Project Engineer, Gale Associates, Inc., April 10, 2018
- Pingree Park Evaluation of Tennis courts Facility, Wenham, Gale Associates, Inc., April 6, 2018

After the (4) tennis courts at Pingree Park were deemed unsafe, the high school tennis team stopped using them and the Recreation Department engaged Gail Associates to provide a full report on the court condition, repairs, estimates and replacement costs.

- \$80,000 5-year short term fix
- \$200,000 10-year medium term fix
- \$300,000 full replacement 20-year long term fix

The tennis team used the courts at the Tea House and Patton Park last year. There is no funding source to repair or build new courts. It is not expected for any associated funding would be in the school budget. This coming spring, the school has made other arrangements to play at the Ipswich Country Club. It was noted that the tennis courts at Gordon College were not available for the high school team but there may be court time available for Wenham residents. The courts at the Tea House
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Approved 2.21.19

and Patton Park are suitable for play and Wenham residents are welcome to use these courts. It was noted that the courts do not appear to be busy.

It was not certain if this project would be eligible for Community Preservation Funding; the application deadline is January 7, 2019.

OLD BUSINESS

Status Update on Regional Dispatch and Review of Proposed New Intermunicipal Agreement for the Joint Provision of Public Safety Communications, Dispatch and Operations Services

- Memo regarding Status Update Regional Dispatch Review of Proposed New Intermunicipal Agreement for the Joint Provision of Public Safety from Peter Lombardi, Town Administrator, November 30, 2018
- Email regarding North Shore Intermunicipal Agreement from Matthew Moran, Undersecretary, Forensic Science and Technology, Executive Office of Public Safety and Security, November 9, 2018
- Draft Intermunicipal Agreement for the Joint Provision of Public Safety, Communications, Dispatch and Operations Services between the Commonwealth of Massachusetts State 911 and Member Communities
- Intermunicipal Agreement for the Joint Provision of Public Safety, Communications, Dispatch & Operations Services between the Commonwealth of Massachusetts Sheriff's Department of Essex County & Member Communities, August 2010
- Email regarding ECRECC Check In from Matthew Moran, Undersecretary, Forensic Science and Technology, Executive Office of Public Safety and Security, October 5, 2018
- Professional Services Agreement between the Town of Wenham and Municipal Resources, Inc. for Regional Dispatch Feasibility Study, August 23, 2018
- Letter regarding Transition of the ECRECC to the State 911 Department from Daniel Bennett, Secretary, Executive Office of Public Safety and Security, August 1, 2018
- Draft Minutes of the Joint Meeting of the Essex County Regional Emergency Communications Center Executive Advisory Board, Financial Advisory Board, Police Advisory Board and Fire Advisory Board, July 11, 2018
- Memo regarding Status Update Essex County Regional Emergency Communications Center and Final Review of Scope of Work for Regional Dispatch Feasibility Study from Peter Lombardi, Town Administrator, June 27, 2018
- Email regarding State Exploring Option of Fully Funding Essex County Regional Emergency Communication Center from Alyson Dellisola, June 27, 2018
- Draft Minutes of the Essex County Regional Emergency Communications Center Financial Advisory Board, June 27, 2018

Mr. Lombardi reviewed this agenda item was postponed from the last meeting on December 4.

State 911 is taking over the RECC July 1, 2019. The State has agreed to accept comments through the end of this week.

State has agreed to accept the town's comments by the end of the week on the draft Intermunicipal Agreement.

All costs are proposed to be fully subsidized by State 911 to provide service to communities.

Wenham has had the cost of \$82,000 taken off the Cherry Sheet for the RECC; A fully subsidized center would give Wenham back the \$82,000 in State Aid. It is important for the Town to maintain a seat at the table.

The new IMA has a seven-year commitment with a 3 year opt out notice required. There is a lack of clarity on a number of different points, including the protocol for new municipalities joining the center, who owns the infrastructure, the equipment and future capital costs, etc.

Mr. Lombardi expressed concern from the Police & Fire especially with the possibility of shared frequencies with all police on one frequency and fire on another. Wenham previously shared a frequency with one other small town, but this is an undetermined number of towns/ cities and there are public safety concerns.

Based on the Municipal modernization act, the BOS can make the decision to enter into a new IMA or stay with the RECC.

MRI was engaged to do a feasibility study on a shared dispatch with either Hamilton or Danvers.

A transition to another Dispatch Center would take a few years. Mr. Lombardi will request on behalf of the Town is for an opt out provision in the first few years in the IMA. Most towns share the same concerns.

The BOS supported the Town Administrator's concerns and response.

Adjournment – *The BOS unanimously adjourned at 8:16 pm.*

Respectfully Submitted By
Catherine Tinsley
2.15.19