

TOWN OF WENHAM
Board of Selectmen
Meeting of July 24, 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 July 24, 2018 at 3:30 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the meeting to order at 3:37 pm

Selectmen present: Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (2021); Jack Wilhelm, Clerk (2019)

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

Public Information

The meeting was recorded with permission by HWCAM

Meeting packet 7.24.18

Executive Session - Police Benevolent Association of Wenham

Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy session in preparation for negotiations with nonunion personnel or to conduct collective bargaining session or contract negotiations with nonunion personnel, police benevolent Association and to include Police Chief Perkins and Attorney Darren Klein, KP Law, and to return to open session posted meeting at 630 pm. The motion carried unanimously by roll call vote.

Ms. Harrison stated that the BOS meeting was called to order at 3:30 pm for an Executive Session and resumed the meeting at 6:32 pm.

PUBLIC INPUT: Items not on the Agenda

There was none.

ANNOUNCEMENTS – Additional information is on the Town's web site

- Wenham Day – Saturday August 25, 10-4 pm (rain date is August 26)
- 375th Parade & Community Day – Saturday September 8th
- 3rd Annual Citizens Leadership Academy Fall 2018 - Jackie Bresnahan gave an overview of the Academy. The Academy will be held weekly on Thursday nights starting September 13. Registration will open in August.

REPORTS

Town Administrator

- Personnel - During the FY19 budget process, the Town decided to split staffing support for our land use boards into two part-time, 19 hour/week positions effective July 1. Margaret Hoffman is still the Planning Coordinator but has reduced her hours. Margaret continues to provide primary support to the Planning Board and Zoning Board of Appeals and is generally in Town Hall on Tuesdays and Thursdays. In May, we posted the new Conservation and Open Space Coordinator position that will staff those two committees. After conducting interviews with several highly qualified candidates, we selected Melissa Berry to fill this position. Melissa is currently finishing up a Masters in Biology with a specialization in Ecology at Boston University and has completed almost all of the Massachusetts Association of Conservation Commission's certificate program coursework. Both committee chairs were involved in this hiring process. Melissa's first day is expected to be Monday August 13. She will generally be in the office on Mondays, Wednesdays, and Fridays to ensure that someone in Planning is always in Town Hall when we are open. However, during the initial transition period, Melissa will be in the office on Tuesdays instead of Fridays so she can be brought up to speed on the various ongoing issues and projects.
- We also recently selected Jennifer Flynn as the new Council on Aging Outreach Marketing Coordinator. This part-time, 12 hour/week, position supports the COA Director in conducting targeted outreach to our seniors, creating marketing materials, coordinating educational programs, and similar administrative tasks. Jen will also assist in our Age- and Dementia-Friendly Community Initiative that the Town is currently actively engaged in developing.

Chairman

Ms. Harrison read a press release related to the executive session held earlier at 3:30pm to be issued after the BOS meeting. *Chairman of the Board of Selectmen Catherine Harrison, Town Administrator Peter Lombardi and Police Chief Thomas C. Perkins report that earlier today, Wenham Police Officers Shane M. Kavanagh and William J. Carney voluntarily resigned from their positions effective immediately. These resignations come as a result of an internal investigation initiated by the Town of Wenham in response to allegations that were raised regarding the conduct of these two employees unrelated to their official capacities.*

During the Board of Selectmen's Executive Session this afternoon, the Board voted to execute individual separation agreements with each officer. These agreements do not confer any additional wages or benefits to either officer other than those benefits previously earned under their collective bargaining agreement and consistent with the Town's personnel policies.

"The Board of Selectmen places a high value on the integrity of all of its police officers," Chairman Harrison said. "We appreciate the continued leadership of Chief Perkins and the cooperation of the police union in these matters."

NEW BUSINESS

Review & Potential Approval of Affordable Housing Trust (AHT) Funding Request for Habitat for Humanity Hull St. Project

- Memo regarding 40 Hull Street, from North Shore Habitat for Humanity to the Wenham Affordable Housing Trust
- Proposed Site Plan – 40 Hull Street, Wenham, DMS Design, LLC
- Proposed Elevation – 40 Hull Street, Wenham, DMS Design, LLC
- Project Description – 40 Hull Street, Wenham Affordable Housing Trust
- Project Financial Analysis – 40 Hull Street, June 10, 2018
- Draft Minutes – Excerpted from WAHT Meeting, July 18, 2018

Josh Anderson, Chair of AHT was present and spoke to the application from Habitat for Humanity North Shore. for the funding of the acquisition of 40 Hull Street to build two affordable housing units.

Don Preston, Habitat for Humanity North Shore went on to explain in more detail the project to take down the existing, dilapidated structure, and develop 2 affordable housing units; based on the three-bedroom septic system design there would be a two-bedroom unit & a one-bedroom unit duplex style, energy-star rated dwelling

Habitat for Humanity will file for a friendly 40b because Wenham Zoning does not allow two units on one lot. The new structure will meet all zoning setbacks.

There will be a deed restriction on the house preserving this as an affordable unit in perpetuity to income qualified owners. Habitat for Humanity operates under the Department of Housing Community Development guidelines.

There will be a local preference lottery for one unit to someone who lives, works or goes to school in Wenham. Families must put in "400 hours of sweat equity"

There will be a Condominium Association; Because Habitat for Humanity will hold the mortgage, they will remain a voting member of the Association for the term of the loan.

Mr. Anderson reported the AHT voted unanimously to recommend the BOS approve the funding of \$230,000 to purchase the property at 40 Hull Street.

Ms. Harrison, as the BOS representative on the AHT, recommended the Selectmen support this project and the grant request. The proposed timeline:

- Close on property in November and tear down the structure
- Construction 2019 spring/fall start
- One-year construction period

Note: Mr. Clemenzi moved to approve the sum of \$230,000 in Wenham Affordable Housing Trust funds to Habitat for Humanity of the North Shore for the sole purpose of purchasing the property located at 40 Hull Street, Wenham, subject to the parties entering into a mutually acceptable Grant Agreement setting forth the terms of said payment. The motion carried unanimously.

Discussion of Potential Installation of Cell Tower at Iron Rail Property

- Memo regarding Potential Cell Tower Installation at Iron Rail Property from P. Lombardi, June 27, 2018
- Preliminary Study of Wireless Coverage in the Town of Wenham Massachusetts, Blue Sky Tower Partners, LLC
 - Wenham Coverage Map
 - Airport Flight Zone Map
 - Map of Wireless Sites within 4 Miles of Center of Town
 - Site List of Wireless Sites within 4 Miles of Center of Town
 - Wenham Site Inventory Reports
- Wenham Search Ring Evaluation, Blue Sky Tower Partners, LLC, January 8, 2018
- The Zoning Bylaws of the Town of Wenham, Updated April 2, 2016, Section 12.4
- Town of Wenham Personal Wireless Overlay Parcels
- Iron Rail Potential Cell Tower Site Maps, CAI Technologies

Present: Jim Romano, Iron Rail Commission Chair & Don Madden, Blue Sky Towers

Mr. Madden spoke to possibly placing a cell tower on the Iron Rail property giving approximately a 2-3-mile radius of cellular coverage.

Mr. Romano reviewed the proposed plan as presented to the Commissioners to place a cell tower behind the Scout Barn, halfway to the cemetery on the knoll. This places the tower on the highest point of the property and allows for a good amount

of “screen cover”. It was noted this is strictly for the tower and it is unknown which cell service providers would be on the pole.

Mr. Romano stated the Iron Rail Commission recommended going forward with preliminary initiative. The BOS agreed to take this matter under consideration.

Initial Review of and Feedback on Final Draft of Open Space and Recreation Plan

- Town of Wenham Open Space and Recreation Plan Update, August 2018
- Parcel Ranking Matrix, The Ciccolo Group, LLC
- Open Space and Recreation Plan Presentation, The Ciccolo Group, LLC, May 22, 2018

Lynn Duncan, The Ciccolo Group, was present along with Open Space & Recreation Committee members Asma Syed, Chair’ Ann Weeks, and Margaret Hoffman, Planning Coordinator.

Ms. Duncan recognized the OSRC members Chris Gajeski, Asma Syed, Ernest Ashley, Tom Starr, Ann weeks, William Wilson, Norman Tarr, and Len Dolan who worked to update the Town’s Open Space & Recreation Plan over this past year.

Ms. Duncan referenced a PowerPoint presentation and gave an overview of the process to update the Plan.

This included a community survey, public forums, and research to prioritize those values important to the residents of Wenham from which goals were created.

- Preserve open space for passive recreation an aesthetics
- Project high value wildlife and plant habitat
- Preserve the Town’s rural character
- Protect town drinking water
- Historic value

Goal 1 – Protect the Town’s natural resources and open space areas that contribute to passive recreational, drinking water supply, high value core wildlife and plant habitat, agricultural and forestry use, and rural and historical character.

Goal 2 – Build more trails and pedestrian and cycling paths, including better sidewalks to provide recreational opportunities for activities such as walking running, hiking, cycling and wildlife observation.

Goal 3- To provide and maintain facilities and resources for active recreation and opportunities for all residents

Goal 4 – To sustain the town’s commitment to carry out this plan

Ms. Duncan reviewed the benefit of the Parcel Rating Matrix to evaluate open space parcels criteria to assist the town with objective priorities in the form of questions; each question is awarded a “weight” (ranking).

The Ciccolo Group will put together a final Open Space & Recreation draft plan to submit to the State along with Letters of Support from the BOS and various Town Boards/Committees.

The BOS recognized the Open Space & Recreation Committee and Ciccolo Group for all their work to bring this plan forward. To save on time, the Selectmen will review the Plan and submit suggestions/ revisions over the next couple of weeks. The final approval of the Plan will be on the August meeting agenda.

MINUTES - Open Session- June 26, 2018; June 26, 2018 Joint with Affordable Housing Trust

Vote: Mr. Wilhelm moved to approve the BOS meeting minutes of June 26, 2018 and the BOS Joint Wenham Affordable Housing Trust meeting minutes of June 26, 2018 and it was unanimous to do so.

Vote: With the reason for which the executive session was held no longer existing, Mr. Wilhelm moved, and it was unanimous, to release the BOS Executive Session meeting minutes of:

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|---------------------|-------------------------|------------------------|
| • November 10, 2015 | • August 22, 2017 # (2) | • April 24, 2018 # (2) |
| • November 17, 2015 | • March 20, 2018 | • May 15, 2018 # (2) |
| • February 28, 2017 | • April 3, 2018 # (2) | • June 5, 2018 |

ADJOURNMENT- The BOS unanimously adjourned at 8:38 PM

Respectfully Submitted By
Catherine Tinsley
7.25.18