

TOWN OF WENHAM
Board of Selectmen
Meeting of December 1, 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 Saturday December 1, 2018 an 8:30 am 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.

Call to Order - With a quorum present, Ms. Harrison called the BOS meeting to order at 8:36 am.

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

Also present: Peter Lombardi, Town Administrator; Patty Moore, Finance Director; Catherine Tinsley, Recording Secretary

The Finance Committee was present as invited guests only and did not participate: Alex Begin; David Polito; Mike Therrien

Abbreviations used:

FY Fiscal Year

COLA Cost of Living Adjustment

Public Information

- FY2020 Budget Documents & Capital Improvement Plan

Each Department's Budget had a summary introduction which was reviewed in the presentation.

The budget presentation included an overview of salaries, expenses, revenues, capital requests and FY20 budget impact.

Each budget had a summary introduction and capital needs listed in the order of priority.

The Department Heads were instructed to start with a level service budget and identify increases and decreases in the budget compared to FY19.

It was noted that the Veteran's Committee is requesting a budget with minimal funding of \$1500 for mailing, printing, cemetery flags, etc. The Town Administrator will work with the Committee on this request.

FY20 PRELIMINARY BUDGET PRESENTATIONS

Mr. Lombardi began the FY2020 budget with an overview of the past five-year capital requests for each department and referenced that list in the meeting binder.

123 BOS –Shift of a portion (of historically unused funds) of expense funds to Town Administrator budget.

221 Town Administrator

Town Hall

Information Technology – new contract due.

Town Counsel / Legal increase recommended to be closer to actuals

Reserve Fund- level funded

Municipal Audit – increase new contract for FY20

Street Lighting, increase

Refuse Collection and Disposal, increase of \$15,268 reflects contract increases with Casella, Wheelabrator, and Brick Ends.

Recycling disposal increased from net zero to \$75-80 a ton (\$25,000 a year) based on market and China policy change. (Some communities are responding by stopping recycling or stopping single stream recycling.)

Retirement cost increase of \$65,561 per Essex Regional Retirement Board based on historical average of 7.5% increase annually

General Insurance cost increase of \$7692

Interfund Transfer out (OPEB) – Increase of \$10,000 per town policy

School unfunded – OPEB \$25-30 million unfunded liability. The BOS noted concern that this is not being funded but recalled that the School Administration indicated when the middle school debt was paid off in FY19 this money would be used to fund an OPEB Trust account.

Approved 02.21.19

Capital Improvement Program – as outlined in the 5-year plan
FY20 new capital – \$200,000

Mr. Lombardi summarized that \$50,000 of capital items funded last year were funded with one-time funding sources.
Capital funding obligations that continue in FY20 have been shifted into the operating budget.

Mr. Lombardi proceeded to give a brief overview of new capital requests noting labor costs were based on prevailing wages. (did not include capital proposed in department budgets)

One major item is a shared fuel tank with the Town of Hamilton which is in the preliminary stages for FY21

130 Finance Department – Patty Moore, Finance Director/ Treasurer-Collector

Retirement & Employee Benefits - projected increase \$169,000

Pre-employment increased \$7,000 for employment medical screening

Compensated Absence – Buy back for retiring employees half compensation budgeted FY19 & FY20; library employees shared costs with Hamilton.

Significant retirements in the near future to be considered during this budget discussion to fund this line item going forward.

Union Employees: Collective bargaining this year for new contract FY20.

Request Finance Assistant increase work hours from 30 to 36.5 hours to match town hall hours. Important to the Finance Department for continuity, accuracy and public service. This would be a key to the department added responsibility.

Outgoing finance employees, and temp employees also observed the hours were not sufficient for the work load.

141 Assessors - Steve Ozahowski, Chief Assessor

Revalue year– set the tax rate in December

Measure list updated information and new growth.

New growth revenue projected at \$200,000 including new developments under construction e.g. Spring Hill, Wenham Pines

Request for additional \$5,400 to restore Assessor stipend which was given many years ago. Mr. Ozahowski reasoned the Assessors have to take courses, do field visits, and put in additional time during abatement process. Mr. Ozahowski noted in particular, visits to homes would be done in teams now, therefore increasing the hours of the Assessors.

The proposed stipend: \$2400 chair and per \$1500 Assessor.

240 Permitting / Inspectional Services and Board of Health - Jacki Bresnahan, Permitting Coordinator/Special Projects Manager

Inspectors – Building, Electrical, Gas/Plumbing

New shard inspectional services program with Hamilton was anticipated to decrease costs based on 50/50 split population.

Increase in salary for Plumbing/Gas inspector to bring his salary up to market value.

Increase to update Accela civic platform software

Mobile phone provisions with field use of the permitting software

Future grant for electric vehicle for Inspector's use as part of the green communities

510 Board of Health – Jackie Bresnahan

Increase Assistant Health Agent who performs inspections of camps, public pools, and food service.

Ms. Bresnahan noted there has been an increase in the number of camps anticipated to be held at Gordon College.

There are 2 public pools and 15 food service establishments under food code including home businesses, educational institutions, restaurants) and events.

Discussion on increasing of inspector fees to cover actual costs.

Five interns from Gordon College have worked in Ms. Bresnahan's department this past year which is a great value to the town as well as the students.

170 Planning & Land Use- Margaret Hoffman, Planning Coordinator

There is a newly hired Conservation Coordinator, Missy Berry who was attending a conference and could not attend the budget meeting.

Ms. Hoffman noted the reduced hours of the Planning Coordinator with a shared position of the Conservation Coordinator.

Ms. Hoffman will remain as the Planning Coordinator for the Planning Board and Zoning Board of Appeals.

541 Council on Aging - Jim Reynolds, COA Director

Increase in van drivers' salaries to competitive salaries \$11,832.

Approved 02.21.19

Partial amount of formula grant for FY20 will be applied to the salary and wages

Age Friendly Community Consultant has been working 10 hours a week under a grant to assist with the Needs Assessment and survey work and five-year action plan. Grant funding will be sought to continue her contract

Capital request for COA carpet replacement estimated at \$2,700 and a new roof is needed for the COA building; this would be a full strip of two layers and shingling. Estimates are being sought; estimates would be based on prevailing wages.

620 Joint Library - Jan Dempsey, Director

The library now offers Hoopla for digital media through the web site.

There is a new 5-year strategic plan.

Salary /wage matrix changed with the increase to minimum wage; the wage matrix was adjusted.

There is a decrease in salary/wages for FY20 with the long serving Library Director retiring. The new Director would start this position at an entry level.

Library IT support has different needs than the town with over 40 computers and computer use by the public. Shared service with the Town is being reviewed.

General increases in library material, technology, building/grounds, and utilities all adjusted to last year's actuals.

The Friends of the Library supply funding for the bulk of programing needs.

Ms. Dempsey recognized volunteer work which has saved \$200,000 over the past years.

The repair of elevator (18 years old) was \$40,000 for replacement of cylinders made in Canada; the repair cost was paid for by the Friends of the Library, State grant, and Trust Funds used to avoid a Reserve Fund Transfer.

161 Town Clerk - Dianne Bucco, Town Clerk

Request to increase wages for the part time Administrative Assistant who works 10 hours per week plus as needed and provides office coverage. Increase in wage equivalent from \$16.19 to \$23.64 per hour. The average is 680 hours per year.

Temporary dehumidifiers are being used in the town hall vaults but an upgrade to commercial dehumidifiers is recommended.

199 Iron Rail Property - Jim Romano, Iron Rail Commission, Chair

There is a decrease in salary from a part time custodian and an increase in expense for third party cleaning service.

Increase in spending cap on Iron Rail Rental Revolving Fund from \$25,000 to \$30,000 to cover anticipated expenses i.e. septic system. This requires is a Town Meeting vote.

There was a side discussion on capital projects which were postpone to spring e.g. paving, entrance sign, new roof.

It was noted there was an outstanding payment for use of the Iron Rail Soccer Fields by Penguin Hall Academy over the past three years for an overdue amount of \$18,000.

422 Highway Department-Bill Tyack, Superintendent

Snow & Ice; Tree Warden Building/Grounds; Facilities

Request to add driver/operator position to cover the additional in-house work load for cemeteries, Pleasant Pond, catch basin repairs, leaf pick-up., and miscellaneous work e.g. Enon 1 garage preparation and the Albi Dodge memorial at Iron Rail, removal/install playground equipment and meeting state mandates of MS4 Stormwater Compliance. Cost savings of work being done in house would potentially cover the cost of adding a new position.

The DPW has an 11-year-old backhoe; this is costly to maintain.

423 Snow & Ice

There are no proposed changes to this budget.

294 Tree Warden - Win Mulry

The Tree removal schedule continues. The Tree Planting program was reviewed.

The Albi Dodge Memorial Tree Planting Fund was set up in 2018, but these funds will not be used immediately in order to grow the fund and promote donations.

192 Building & Grounds Facilities - Jim Politano

This is a 19 hour a week position to help with preventable maintenance on HVC, plumbing repairs, painting and carpentry.

491 Cemetery (Main Street & Iron Rail) - Gary Cheeseman, Cemetery Commission, Chair

Increase in budget for burial overtime for staff on weekends /holidays.

Community Preservation Funds were used for gravestone restoration (straightening, cleaning)

Approved 02.21.19

The DPW does a lot of work in the cemeteries such as tree maintenance, drainage, road and ground care.

Perkins Trust Fund is used for maintenance shed and second set of boards for burials.

The revenue for the Cemetery is \$14,000-\$15000 annually; fees are based on expenses.

220 Fire Department- Captain Jeff Baxter and Captain Dan Sullivan

Increase in salaries for Union Contract Side Letter Agreement to compensate On Call wages for firefighters associated with the Ambulance staff.

The Ambulance (pilot program) in house ambulance service is receiving positive feedback from residents and firefighters.

Regional Emergency Center Control (RECC) - Increase in expense line \$6,624 for additional costs from RECC, initially not charged to the town for phones, fire alarm equipment, master box, maintenance, and back up equipment. It was noted about \$18,000 in additional expenses are a direct result of RECC charges to the Town, increases the original fee of \$16.66 per capita to about \$20 per capita. This is under advisement with the BOS.

Capital

SCNA packs – These are breathing apparatus which have been on a replacement schedule; 4 remain to be replaced: 2 budgeted in FY20 for \$15,000; the remaining 2 would be proposed in the FY21 budget. They have a 15-20-year life.

Bunker Gear- There are new standards for CBRN chemical biological radioactive nuclear gear. The FY20 budget includes \$26,000 to replace 11 sets; the remaining 10 sets would be proposed in the FY21 budget.

It was noted that the life of gear has been prolonged with the commercial washer at the station purchased years ago.

450 Water Department - Erik Mansfield, Superintendent

One employee retirement anticipated in FY21.

FY 20 is the last year of the 20-year debt payment for water tower painting and mini excavator.

Capital account for future improvement to water system – \$26,000

Generator at pump house will be needed in FY21 – estimated cost \$22,000

Increase costs associated with updates to computer system needed.

210 Police Department Chief Tom Perkins and Captain Kevin DiNapoli

Fund Emergency Management Liaison

Replace MDT (Mobile Data Terminals) in cruisers (4) MDT; considering tablets.

Grant award for equipment – \$18,000 value

Request to increase staff by one full time officer to reduce dependency on Reserve Officers.

Two full time positions being staffed by part time people which results in over utilizing the reserve force.

No full-time officer position has been added since 1989. As a result, Reserve Officers often work together without a full-time officer. This would change with the hiring of one additional full-time officer. The training difference between full time and reserve officers was explained. The budget impact for an additional officer would be \$23,000, including health insurance, because 2 officers are new and paid at entry level. This savings covers most of the cost for a full-time officer.

Emergency Management Director- request for funding to continue to formalize this pilot program.

Review of FY20 Budget Status and Next Steps

At the end of the presentations, Mr. Lombardi noted that the Town is currently \$425,000 over the levy limit assuming a 3 % operating budget increase for the Hamilton Wenham Regional School District; this budget is due later in December.

There will be an update on the new growth forthcoming.

The Ambulance Pilot program revenues are conservative estimates.

The RECC budget assumes Wenham staying for another year; other shared emergency dispatch services are being considered in the event all member communities are on one frequency. This is a major concern for the Town of Wenham.

Adjournment - *The BOS unanimously adjourned at 2:29 pm.*

Respectfully Submitted By
Catherine Tinsley

Approved 02.21.19
2.8.19