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<tr>
<th>Time</th>
<th>Item</th>
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<tbody>
<tr>
<td>6:30 PM</td>
<td><strong>WELCOME:</strong> Call to Order</td>
</tr>
<tr>
<td>6:30 PM</td>
<td><strong>PUBLIC INPUT:</strong> ITEMS NOT ON THE AGENDA</td>
</tr>
<tr>
<td>6:35 PM</td>
<td><strong>ANNOUNCEMENTS:</strong> For more information, visit <a href="http://wenhamma.gov">wenhamma.gov</a></td>
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<tr>
<td></td>
<td>1. Children’s Mental Health Awareness Week – May 3 – 9</td>
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<tr>
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<td>2. Simple Recycling Collection Resumed as of Monday, May 4</td>
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<tr>
<td>6:40 PM</td>
<td><strong>REPORTS</strong></td>
</tr>
<tr>
<td></td>
<td>1. TOWN ADMINISTRATOR</td>
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<td>2. CHAIRMAN</td>
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<td>3. SELECTMEN</td>
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<td>6:40 PM</td>
<td><strong>CONSENT AGENDA</strong></td>
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<td></td>
<td>A. Minutes –</td>
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<tr>
<td></td>
<td>Open Session: January 21, 2020; January 29, 2020 Joint All Boards</td>
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<td>Executive Session: March 15, 2016; August 23, 2016; September 20, 2016; January 16, 2018 #1; July 24, 2018; August 21, 2018; September 25, 2018; October 23, 2018; November 27, 2018; December 4, 2018; December 11, 2018; January 8, 2019; January 15, 2019; January 22, 2019 #1; January 22, 2019 #2; March 5, 2019; March 26, 2019</td>
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<tr>
<td>6:50 PM</td>
<td><strong>NEW BUSINESS</strong></td>
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<td>B. COVID-19 Discussion</td>
</tr>
<tr>
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<td>1. Update from the Public Health Nurse</td>
</tr>
<tr>
<td></td>
<td>2. Discussion and Potential vote for Annual Town Meeting Warrant Articles</td>
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<tr>
<td></td>
<td>3. Discussion and Potential vote for Annual Town Election</td>
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<td></td>
<td>C. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)</td>
</tr>
<tr>
<td>8:00 PM</td>
<td><strong>ANTICIPATED ADJOURNMENT</strong></td>
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1. Children’s Mental Health Week – May 3 - 9

We’re lighting up Town Hall in green each night this week for Children’s Mental Health Week from Sunday, May 3rd through Saturday, May 9th. Visit our [town website](https://www.wenhamma.gov) for more information including resources for families in helping support the mental health of our children during the COVID-19 crisis.

2. Simple Recycling Pink Bag Collection Resumes

As of yesterday, Simple Recycling pink bag collection returned to the regular schedule in Wenham. Visit [simplerecycling.com](https://www.simplerecycling.com) for a full list of accepted items, to request pink bags or notify of us missed pickup.
Reports

- Town Administrator (visit the TA page at wenhamma.gov)
- Chairman
- Selectmen
TO: Board of Selectmen  
FROM: Anthony M. Ansaldi, Jr., Town Administrator  
DATE: May 5, 2020  
RE: Town Administrator Report

Departmental Weekly Updates During COVID-19 Crisis

Administration

Director of Administrative Services – Jackie Bresnahan

Board of Health:

The Health Agent and Assistant Health Agent are both working diligently to follow up on septic and food service related issues. Additional guidance from the State and Federal Governments has been issued with every policy change and we are working to keep our food service establishments informed and up to date. Septic installations have been ongoing in Wenham, requiring on-site inspections at Patch Avenue and Pleasant Street. Soil testing for new and failing systems are also continuing. The Health Agent has received several Title 5 and System Pumping reports that have been logged and filed and I have reviewed several septic system and building permit applications. The Assistant Health Agent followed up with food service establishments on the face covering order and continues to monitor the status of summer camps.

The Public Health Nurse continues to provide updates to Public Safety every day on case management so our first responders are aware. She has also been working on contract tracing and supervising the part-time temporary nurses who are assisting us with contract tracing and case management. It is important to remember that the case number only includes the number of positive tests for COVID-19 and that presumed positive cases still require our services, but do not affect the case count. All COVID-19 response by the Board of Health is being submitted for salary and expense reimbursement through the Department of Public Health. The Nurse also works with the Director of Administrative Services on updating the COVID-19 page of the Town website and answering questions the public may have. The PHN continues to meet every other day with public safety and administration to provide updates to the first responders and answer questions. The Public Health Nurse also has been providing weekly updates at the BOS meeting.

The Board of Health met jointly with the BOS on Tuesday, April 28. The continued the closure of the parks, playgrounds, trails, and other outdoor facilities. The Board of Health also received their second reimbursement check for $2,000 for Health response to COVID-19, including communications, contract tracing, PPE, and technology support for staff from the Department of Public Health.

I want to conclude by acknowledging the hard work of the Board of Health staff. They are under recognized when it comes to the hard work they do during a crisis. The Health staff have been excellent communicators and very dedicated to safely continuing the services that allow our food service businesses to run, septic systems to be inspected, and COVID-19 cases to be managed and followed up on. I thank them for their hard work, patience, and responsiveness during this situation.
Building Department:

The Inspectors are considered per the Governor's list of essential personnel and per the guidance on construction activities must remain available and continue to inspect the ongoing construction in the community, including residential.

We are still processing permits, invoicing fees, and completing inspections after safety checks have been completed. We are working with the DPW Admin Assistant to assist with scheduling and vetting appointments for health and safety protocols. This week alone has seen permitting done for two houses at the Dodges Row subdivision and two other new constructions in other parts of Wenham. We are working to permit whatever safe construction we can so we can follow the Governor's order and still allow safe projects to proceed. In the coming weeks, we will be providing copies of these permits and plans to the Assessors so they can review them prior to June 30 for new growth purposes. We will also be reporting on all projects to the assessors so property cards can be updated and new growth on construction projects can be captured by June 30. Finally, we have been providing customer service to contractors looking to submit their upcoming projects on the online permitting system. This allows us to maintain social distancing while permitting and continue assessing and collecting permitting fees.

This week, we continued to address zoning issues, work without permits, and review permits for new construction and additions/renovations.

Director of Administrative Services:

The Director of Administrative Services has been tracking COVID-19 related spending and submitting for reimbursements to the State when monies are available; updating the website and social media; providing admin support to Public Health Nurse; providing IT assistance to staff and Boards/Committees as we continue remote business; managing Zoom meetings for Boards and Committees; working with the Finance Office to determine cash flow procedures and estimating COVID-19 related costs for the purposes of short term borrowing; answering questions and concerns from residents and providing customer service for the Board of Health for essential services (i.e. questions from food services establishments, businesses, and residents); working with the COA to meet the needs of our seniors who need support or connecting them with a public health nurse; requesting supplies based on the information received from the 60+ resident phone banking, and providing communication assistance between BOH staff, elected BOH members, other Department Heads, and the Town Administrator and BOS.

In particular this week, Zoom calls were scheduled and managed for the BOS, Board of Health, and the MIIA Employee Information Session, and scheduling the meetings on Zoom for several boards and committees for the next few weeks. We still, to date, we have not had any so called “Zoom bombing” incidents. We have staff managing every Zoom call to prevent this from happening. The Director of Administrative Services also processed health and building permits, invoiced and collected permit fees, assisted BOS and other elected/appointed officials with Zoom, updated the website, processed paperwork and payments so we are ready to process Wenham Pines’ first certificates of occupancy, and assisted contractors and homeowners with online permitting. Finally, the Director of Administrative Services presented at the Finance Committee meeting on FY 20 and FY 21 Building/Health revenue projections and the debt questions before Town Meeting, while working with department heads on their resubmittals for their FY 21 budgets and working on updating revenue forecasts for the FY 21 budget.

Executive Assistant to the Town Administrator’s Office – Nicci Roebuck

Highlights over this past week:

- Additions to the website including creation of Children’s Mental Health Week page and news post, updates to Human Resources page including letters to both Active Employees and Retirees and MIIA Blue Cross benefits package and cost comparison, The Wenhammire our Council on Aging
Created multiple graphic versions for different social media platforms on the status of Simple Recycling collection and Children’s Mental Health week

Held Zoom meeting with Wenham resident and Licensed Mental Health Counselor & Expressive Arts Therapist and Co-Owner of The Artful Counseling Center & Studio to discuss activities to share during Children’s Mental Health Week

Coordinated plan with Facilities Manager for lighting Town Hall through Children’s Mental Health week

Posted additional approved BOS minutes to the website and updated the BOS FY20 minutes tracking spreadsheet

Worked with Catherine Tinsley to reconcile approved meeting minutes spreadsheet for all other boards and committees

Posted all previously received meeting minutes to several individual board and committee pages and have received many additional approved minutes to post during the week of May 4th

Participated in Zoom with BOS Chair to determine which l Executive Session minutes should be added to the current agenda for potential release.

Worked with Assistant Treasurer/Collector / Payroll & Benefits Coordinator on active employee insurance change letter updates and email distribution

Communicated with MIIA, our Property & Casualty / Workers Compensation insurer, on training webinars available to all staff and continued followed up regarding premium credit due for participation

Created a participation report and assisted several employees with signups in MIIA’s LocalGovU webinar portal

Ordered and coordinated delivery or requested supplies needed and Town Hall

Entered all invoices for budget lines managed by the Administration Office into Softright and processed AP Warrant for those lines

Communicated with Onsolve/Code Red representative to ensure that data records received from SwiftReach had been merged into our new robocall account. In the process of reviewing data records that weren’t able to be merged. Worked with OnSolve /Code Red on the addition of Town Seal to resident portal and linked the new portal to various locations on Town website. Next steps are to ensure that key personnel participate in webinar training session prior to launch.

Assisted the Town Administrator with BOS meeting agenda and meeting packet preparation, including Announcements, Consent Agenda and assembly of this TA Report

Assessors – Steve Ozahowski, Principal Assessor

The conversion of our assessing data from the current vendor (Vision) to Patriot Properties is continuing. This week, we have processed numerous excise tax abatement applications and responded to questions from our citizens. Work has been ongoing relative to the betterment charges that will be incurred with the Longfellow Road improvements. A letter will be going out to residents of that neighborhood this week to confirm and clarify issues regarding the undertaking.

One of the units at Wenham Pines closed, for $1,200,000.

Due to the change to Patriot, information on individual properties cannot be updated until the conversion is complete. Therefore, data has been reviewed and prepared in order to facilitate its entry when the opportunity arises. Once the conversion to Patriot is complete, I will be able to enter the information for the new homes that have been constructed and will now be fully taxable.
The Board of Assessors has continued to be active in addressing potential budget savings for the current and next fiscal year.

**Council on Aging – Jim Reynolds, Director**

- Providing necessary local area elder service info & resources Mon – Fri, 9am – 5pm.
  - Our May issue of The Wenhamite was well received this past week.
  - We publish the E-Wenhamite weekly on Monday at 1pm. We track activity on open links and hits.
  - Received 20 calls for social services and referrals.
  - Provided 50 rides or pick ups (30 more than last week).
  - Online Zoom classes include: exercise, travel, games, writing & meditation.
  - Online weekly FB ‘Live’ work out classes is being shared with other COAs.
- We continue to offer transportation on demand.
  - Daily trips are going to CVS, MB, Stop & Shop, Shaws & Crosby’s Hamilton.
  - Acord Food Pantry has grab and go food bags available on Weds/Thurs which we can pick up “directly” and deliver to residents.
  - Stop and Shop trips are available every day (Older adult daily hours: 6:00am – 7:30am.)
  - Doing (2) Market Basket trips on Thurs – 10 AM/1 PM. Trader Joes – Fri – 1PM
  - Crosby’s Hamilton open to older residents 7am – 8am (Mon – Fri).
- Weekly conference calls are hosted by Seniorcare in Gloucester and COA Directors from the 9 communities in our geographic area for updates. Weekly call with State Reps office and other COA Directors in the Northern Essex County district.
- Responding to all questions and demands of the 60+ community for food and resources.
- Director/Outreach Coord phone calls - 1 hr. every day dedicated to calls.
- Attending dire needs and talking about cases with Seniorcare’s Protective Services group, I&R (information & referral) and making referrals to the nutrition department every week.

**DPW – Bill Tyack, Director**

The DPW has been busy cleaning up downed trees from the storms in the past week and cleaned up Pleasant St. from the beach to Longfellow, we have had 2 burials, and also cleaned out several catch basins.

I have been getting caught up on paperwork and organizing our fueling station to accommodate Hamilton’s needs.

**DPW Administrative Assistant – Sheila Bouvier**

I am continuing to assisting the Highway, Water, Facilities, Cemetery, Tree Warden and Permitting Departments with any requests that arise. Both DPW and Permitting incoming phone lines are forwarded from Town Hall directly to my Sprint Multiline. We continue to receive several calls and emails daily from vendors, contractors and residents, and I am keeping a call log to help easily communicate and track these issues. I continue to enter all departmental payroll timesheets and invoices/expense reports for Highway, Water, Facilities, Cemetery, Iron Rail and Tree Warden Departments in SoftRight for warrant processing. I am scheduling as well as billing for Final Water requests. There have been funerals to coordinate with Burial Agent at Cemeteries and plots that have been purchased at Iron Rail Cemetery, Deeds to be issued, as well as keeping Cemetery database up to date. I am monitoring the SeeClickFix database and responding to any issues that arise, which includes coordinating with DPW Foreman Keith Carter. I watched a Webinar Mass DEP SMPR Grant application discussions and reviewed grants that are available for municipalities to apply for. Worked on Budget updates for Highway, Facilities, Iron Rail and Tree Warden budgets, as directed by Bill Tyack. I am in touch daily with both Erik Mansfield and Bill Tyack by phone and email.
Facilities Manager – Michael Hrdy

Ongoing sanitization of all the town buildings and DPW vehicles with the electrostatic sanitizing gun. Making sure that our disinfecting cleaning chemicals are fully stocked as well as hand sanitizer stations. Thoroughly inspect all the buildings boilers, air handlers and any associated HVAC equipment. Continuing to provide preventative maintenance on said equipment. Monitoring all town buildings HVAC and hot water systems through Metasys program and make adjustments and troubleshoot any alarms as needed. Visually inspect town buildings for any issues structural, cosmetic or safety concerns. Available and respond on call 24/7 for any emergencies. Regularly checking all plumbing fixtures not limited to toilets, sinks, water fountains, water heaters, shut offs etc. for any leaks or irregularities. Testing proper functionality of sump pumps, control boards, alarms, motors. Receiving and dispersing deliveries received at Town Hall and DPW. Working on small cosmetic renovation projects at the library.

Finance Department

Interim Finance Director/Town Accountant – Chris Holak

As Finance Director/Town Accountant this week I have been entering and posting both payroll and AP warrants as well as cash receipts to the GL. I put our vendor checks in envelopes to be mailed out, created new vendors in Softright and I am checking emails and voicemails. The majority of my time this week was spent on creating an estimated cash flow analysis and preparing to present the spreadsheet to the BOS and Finance Committee on their respective meeting nights. I am also working on allocating FY20 expenses to the new expense accounts that I have created in the GL for better budget tracking. I also have been working the Town Administrator and Director of Administrative Services on both the FY20 and FY21 budgets.

Treasurer/Collector – Sherrie LeBlanc

Well, it’s been another busy week here in the finance department. Monday I worked from home answering a lot of questions from residents who received their excise demands/warrants that went out on Friday. I processed all the city hall systems files (which I do daily) and made some banking adjustments in softright, Tuesday I met with Don in the office to process abatements, process refunds that were missed for the last year or so, and made any adjustments necessary to continue to clean up the books. I feel like we are finally getting somewhere and I can’t wait to learn how to begin to reconcile on my own starting with Januarys banking. Wednesday I came in for a few more hours processed a few of the mortgage companies imports, went through voicemails and answered a ton of emails about excise demands and warrants. Thursday I was in again working hard on more clean up with Don. We went over how to look up our state aid that comes to us directly through a wire transfer and it gets directly put into our depository account. I learned how to organize the bank statement for our depository account as well as how to log into the Vendor File website. This was something I loved learning about, I love learning about what my main job responsibilities and functions will be when this chaos all settles down. Friday I came in sorted the mail, added a few adjustments that needed to be made in payroll with Janet and then Janet and I input all of the payroll. Janet and I make a good team and I couldn’t be happier to have someone like her as my assistant. She is such a rock-star. It is such a blessing we found her when we did. Janet and I made sure that all of the payroll was entered in and tied properly before walking out the door before the weekend. All we are waiting for is Police reserves and Police OT then we can submit the payroll for the paycheck dated May 7th 2020. Another week down, another week working hard together to keep the finance department afloat.

Asst Treasurer Collector/Payroll and Benefits – Janet Sacco

This week again, Open Enrollment has been a major focus for me. We had our very first Zoom open enrollment Q and A meeting with MIIA on Thurs evening. We will hold another one next Tuesday for anyone that was unable to participate I the first one. Larry from MIIA did a wonderful job describing the 3 health plans and covering many of the questions before they were asked. Most of my weeks hours went into
prepping and preparing for these 2 meetings. All employees were notified of the change in insurances. Retirees had prices and plan descriptions mailed to them and Active and early retirees had them emailed. A tremendous amount of my time was spent working with Larry and MIIA to get the files we had for all of our employees’ insurance info cleaned up. With doing this it enables the employees not to have to do a thing with the new rollout unless they are changing the type of plans they are on. MIIA is now able to auto enroll everyone. I have also been in touch with a new Flexible Spending Company, for comparison with cost, benefits and ease of use. I will be working on that more next week, once I receive quotes. In between all this, I was in the office most days, entering payments, MLC’s and compiling retirees social security numbers for our MIIA retiree onboarding. The communication with MIIA and myself has literally been non-stop all week. Switching to a new health plan, dental plan, vision plan, life insurance plan and also a new flexible spending plan, has so many moving parts, it is a huge task. Changing flexible spending companies will be next weeks task!

Fire Department – Steve Kavanagh, Chief

As usual the department has been doing plan reviews, entering fire and medical calls and doing final inspections under a new process. The Public health and Safety Meetings still occur three times a week with Board of Health, Police and Fire to stay on top of the COVID-19 crisis.

This week the Department responded to several fire alarms and several medicals with two of those medicals being COVID-19 related.

Reworked the budget for possible reductions and cuts.

Secured 240 more face masks for Fire and Police from the MEMA facility in Tewksbury.

All full-time staff are participating in the on-line classes offered by MIIA.

Since COVID-19 the transporting crews have had to do a deep cleaning of the ambulance 8 times which requires sanitizing everything in the back and front of the ambulance. This action is taken when the Department transports a patient that requires full PPE. This process takes about an hour.

The Department has taken many steps to protect our Firefighters from exposure to COVID-19. The station gets wiped down with Clorox wipes twice a day and the building and vehicles get fogged a minimum of twice a week so everything is sanitized. Firefighters when entering the station must take their temperature to see if they have a fever. Every member of our Department continues to carry a bag in their personal vehicle which contains a N-95 mask, face shield, gloves, safety glasses and a filter canister that fits on the end of their SCBA mask. These bags are in their vehicles because not everyone responds directly to the firehouse but to the scene direct.

Land Use Department

Planning Coordinator - Margaret Hoffman

• Continue to monitor Spring Hill Erosion control issue with Conservation Commission
  o Attended Con Com Zoom meeting Monday April 27
  o Site visit at Spring Hill Friday May 1
• 60 Arbor Street zoom meeting with Applicant, engineer and peer reviewer to prepare for May 14 Planning Board hearing. Applicant will be requesting a continuance to give time to update plans.
• Maplewoods – Zoom meeting with Town Counsel, consultant and ZBA member to determine status of project and prepare for May 28 ZBA hearing.
• Wenham Pines – Monitoring Peer Review Field report and progress.
• Working with Weston and Sampson to determine MS4 Permit regulation updates for Planning Bd May 14 mtg. This may be postponed as the need for the update is determined.
• Keeping the conversation with MAPC regarding DLTA grant status and looking into other grant opportunities
• Processing invoices and payroll
• Updating budget for FY 2021
• Reading lots of updates from KP LAW.

**Conservation and Open Space Coordinator - Missy Berry**

• Coordinated with 27 Larch Row to open public hearing for new Notice of Intent at April 27th Conservation Commission meeting, and scheduled site visit for Friday May 1st
• Coordinated with National Grid and the Food Project on electricity easement and form of license
• Staffed and hosted April 27th Conservation Commission meeting
• Worked with Essex County Greenbelt and the Hamilton Wenham Open Land Trust on Conservation Restriction for Knickerson Knoll
• Continued to monitor Cease and Desist Oder to Spring Hill, and communicated with developer, MA DEP, Conservation Commission and peer reviewer on fixing erosion control issues on the site
• Worked with MA DEP to issue Enforcement Order for Spring Hill development
• Review Wenham Pines field report, and ongoing progress
• Reviewed FEMA Flood Insurance Rate Maps for Wenham, and checked for any updates
• Handled several resident inquiries regarding Conservation Commission jurisdiction, permits and floodplains
• Continued to review building permits for Conservation Commission jurisdiction
• Continued to review and edit the town wide trail mapping deliverables from the Center for Community GIS

**Library – Kim Butler, Director**

• Staff answered 75 patron requests and reference inquiries over the last two week period (4/20-5/1). Questions come via email, voicemail, and on our social media channels.
• Virtual programs started this week with 12 patrons attending the Literary Luncheon book club and 6 patrons attending our Global Reads group. On May 7 we will have a program with author Jane Healey; two more authors from 2020 Author Series are also going to be doing their programs virtually over the next few months.
• We have launched our “Next Great Reads” program. Patrons can access the link on our website, fill out the Google form and our team will choose three titles for them based on their answers.
• The Head of Reference is attending the Wenham Connects weekly Zoom meetings and talking about book recommendations and answering research questions.
• The Friends of the Library held their monthly meeting virtually on Wednesday night. Even with the loss of revenue from the spring book sale the Friends voted to continue to fund and support library programs. Donations to the Friends can be made online.
• Our new online subscription to Newsbank is up and running. This gives Hamilton-Wenham library card holders access to over 3,000 online newspapers including local publications. Patrons can go to our website and login using their library card number.
• We have contracted with RB Digital to subscribe to their streaming platform which includes AcornTV, Great Courses, IndieFlix and Qello. We hope to have this service up and running by next week.
The Children’s Librarian is working with the Patton Homestead on the Hamilton-Wenham Poetry Slam. Community organizations will work together to create magic with words. Residents will be able to visit sites around our two communities to gather beautiful and inspiring words posted around the outside of the buildings, and use them to craft their own poem.

Work continues on developing our online summer reading program; as this is a major pivot in operations it is a large undertaking for staff and requires a great deal of software application work. The Library Summer Reading program for all ages is scheduled to begin June 20.

I am working with our cleaning company to implement higher standards of cleaning surfaces and high touch areas.

I have a draft plan for re-opening the library completed. It has been submitted to both town administrators/managers. The Board of Trustees will be reviewing it at their meeting on Monday, May 5.

Police Department – Tom Perkins, Chief

We continued with spring cleaning of the station, garage and shed this week. All patrols remain strong and so far healthy. It was a busy week administratively between reworking of the budget and ongoing hiring process for our staff shortages. We presently have 2 full time openings and 2 part time openings. We received a large shipment of hand sanitizer which was ordered over a month ago which we can make available for any department in need. We will also set aside a substantial amount if needed for Town Meeting or elections. Requests for public service birthday parties for all ages continue and we are glad to continue participating.

Recreation Department – Sean Timmons, Director

- Participated in separate "Camp" and "Pool" zoom conference with local Rec. Department to share ideas, solutions, and best practices as we prepare for summer programming.
- Participated in zoom conference with Local Recreation Directors to discuss best practices as the summer approaches.
- Participated in Redwoods Insurance (YMCA Insurance provider) to gain insight into how YMCA’s are planning to open pools and camp programs.
- Sat in on American Camp Association webinar on their guidelines and recommendations the are proposing for the upcoming summer.
- Sat in on National Recreation and Parks Association webinar on Pre-planning for the opening of waterfront, camps, and pools.
- Completed MIIA training on pool maintenance and how to deal with Recreational Water Illnesses.

Program Cancellation

- With the new order from the Governor we have cancelled all Spring Programs. Next week we will start the refund/account credit process. We will do this in batches since there are a number of refunds we will be providing.

Staff Manuals

- With the new guidance from the CDC as well as looking at the policies and procedures now in place for Emergency Day Cares continue to update our manuals with the latest policies and procedures.

Virtual Programming

- Completed Art and Crafts contest last week and will prepare another contest for next week.

Liability and Waiver Forms

- Working with Counsel on developing liability and waiver forms specific to COVID-19.

Veterans Memorial Pool
• Based on all information available and following the lead of some states that are set to re-open developing a plan for the pool to open (in a limited capacity) for the upcoming summer. Awaiting more guidance from the state on when/if public pools will open and what needs to be in place for that to happen.

**Town Clerk – Dianne Bucco**

Still working full time on all things related to my office.
150+ absentee ballot requests
Completed a plan for elections during the corona times
Working on reducing budget request for fy2021
Reviewing dates of accepted mass general laws, updating our resignations, disclosures and appointment spreadsheets from 1952 to the present

**Water Department – Erik Mansfield**

The Water Department has been performing our daily testing, well checks, spring clean-up around the wells and water tanks. Water use has been higher than normal with everybody home from work and school and I expect that it will continue to increase as irrigation systems come on-line. I have started working on the 2019 Consumer Confidence Report and when that is completed it will be posted to our web page. Do to the current situation hydrant flushing that is normally done at the end of April is on hold. Meter reading began this week town-wide and will continue thru the middle of May. Most of our meters are read remotely by radio and those that aren’t can be read from outside the house. Mandatory water conservation measures began on Friday, May 1 restricting the use of irrigation systems or sprinklers between the hours of 9am and 5pm and will remain in place thru September 30. More information about the seasonal restriction as well as helpful tips will be available on the Town’s website. I have scheduled a Zoom Water Commission meeting for Wednesday, May 6, 2020 at 11am. Paul Mendonca has moved out of Town and has resigned from the Water Commission. Paul has served on the board for over 10 years and I would like to thank him for his dedication. Sheila continues to work remotely answering phone calls, responding to emails, entering bills and assisting with permitting calls.
Consent Agenda
Requested by: Town Administrator  Action Sought: Approval

Proposed Motion(s)

MOVE that the Board of Selectmen vote to approve the following items in the consent agenda:

- Open Session Meeting Minutes of January 21, 2020 and January 29, 2020 Joint Budget Meeting with All Boards
- The release of the previously approved Executive Session Meeting Minutes of: March 15, 2016; August 23, 2016; September 20, 2016; January 16, 2018 #1; July 24, 2018; August 21, 2018; September 25, 2018; October 23, 2018; November 27, 2018; December 4, 2018; December 11, 2018; January 8, 2019; January 15, 2019; January 22, 2019 #1; January 22, 2019 #2; March 5, 2019; March 26, 2019

Additional Information

All draft and previously approved minutes are included for review in your packet.

Board Action

<table>
<thead>
<tr>
<th>Motion</th>
<th>Second</th>
<th>In favor</th>
<th>Opposed</th>
<th>Disposition</th>
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TOWN OF WENHAM
Board of Selectmen
Meeting of January 21, 2020
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 January 21, 2020 at 6:30 pm in the Selectmen Chambers, first 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. Catherine Harrison (2020); John Clemenzi (2021); Jack Wilhelm (2022)

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 YouTube HWCAM.

Public information - Please be advised that this open meeting is being broadcast live and recorded by HWCAM for playback on Comcast channel 8 and Verizon channel 36. It will also be available for on-line, video on-demand viewing at hwcam.org. The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed. Items may be taken out of order and at times that differ from those listed below. Other items not listed may also be brought up for discussion to the extent permitted by law. All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name and address.

Call to Order - With a quorum present, Mr. Wilhelm called the meeting to order at 6:35 pm

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

Also present: Anthony Ansaldi, Town Administrator; Catherine Tinsley, Recording Secretary

Jackie Bresnahan, Permitting and Special Projects Manager

Public input – There was none

Announcements – additional information is available on the town’s web site wenhamma.gov

• Letters of Interest Accepted for Wenham Day Committee and Wenham Housing Authority
• Letters of interest are being accepted from residents interested in serving on the newly formed Wenham Day Committee to help in planning the annual community event.
• Burn Permits Available Through the Wenham Fire Department - Burn season is through May 1
• Wenham Annual Town Election – Open Offices- Nominations are available through the Town Clerks office
• Wenham’s Cutest Dog Contest – Residents are invited to include a photo of their dog when returning their 2020 Dog License Registration. Photos must be current and no larger than 4×6. Entries must be received by January 31st at 1pm.

Consent Agenda

➢ One Day Liquor License Request – Deby Baker, First Church in Wenham, 90th Birthday Party, Saturday, February 8, 2020, 2:00pm – 5:00pm
➢ Minutes – Open Session: September 17, 2019, October 1, 2019, October 15, 2019, November 5, 2019, November 19, 2019, December 3, 2019 and Executive Session: July 23, 2019, November 5, 2019.

Vote: The BOS unanimously voted to approve all items in the consent agenda.

New Business

• Wenham Connects- Marianne Cannon / Win Dodge
  ➢ Memo re Wenham Connect Committee to BOS dated January 13, 2020
  1. Extension of Board Term beyond 2020
  2. Wenham All-Service Day May 9, 2020 – community wide clean-up day.

Without representation from Wenham Connects, this agenda item was put on hold.

• Appoint Treasurer-Collector
  ➢ Email from S. LeBlanc to A. Ansaldi dated December 11, 2019
  ➢ S. LeBlanc Resume/ Letter of Interest
Mr. Ansaldi reported that eleven applications were received for the Treasurer / Collector position. One current employee, Sherrie LeBlanc applied for the position and has the willingness to learn the position. Ms. LeBlanc will receive additional training through the town. The Town Administrator recommended Sherrie LeBlanc be appointed as the Treasurer / Collector. Ms. LeBlanc was present and spoke to her interest in the position.

Vote: The BOS voted unanimously to appoint Sherrie L. LeBlanc as the Treasurer / Collector effective January 22, 2020 at Grade 6, with an annual Salary of $73,000 within the compensation and classification system for the Town of Wenham Non-Union Employees.

• Wenham Pines Update & Regulatory Agreement
  ➢ Memo and email from M. Hoffman, January 15, 2020
  ➢ Emails with Town Counsel dated December 17, 2019, January 2, 2019 & January 3, 2019
  ➢ Letter/Email from Glovsky, Att. M. Gooding dated December 19, 2019
  ➢ Hancock Associates, December 9, 2019
  ➢ DCI Project Peer Review Report and cost estimate January 6, 2020
  ➢ Performance Secured by Surety Bond Contract

Tony Tambone was present.
Margaret Hoffman, Planning Coordinator, spoke in regards to the proposed revision to the Wenham Pine plan to build smaller units than they are currently marketing to meet the demand of the buyers. The Planning Board approved the request at their meeting on January 9, 2020 for a one-story floor plan, pending approval of the BOS. The Host Community Agreement would be affected by this change. The open space, setbacks, number of permits all remain the same.

Vote: The BOS unanimously approved to accept the vote of the Planning Board approving Wenham Pines Revisions with no further action necessary with the host community agreement.

Regarding the affordable units, these are anticipated to be built in 2020/2021 and must be completed prior to the 10th units

Vote: The BOS unanimously approved the local initiative program Regulatory Agreement and Declaration of Restrictive Covenants for ownership project.

• Maple Woods CPC Agreement Amendment Modification
  ➢ Email A. DeFranza January 13, 2020
  ➢ Memo from J. Bresnahan January 16, 2020
  ➢ Amended & Restated Community Preservation Act Grant Agreement

Mr. Ansaldi explained Andrew DeFranza requested a six-month extension to the term of the time period for the developer to receive their modified Comprehensive permit from the Zoning Board. This would extend the receipt of the Comprehensive permit, with no appeal, to June 30, 2020. Town Counsel has advised that the Town enter into an Amended and Restated Community Preservation Act Grant Agreement.

Ms. Harrison clarified this is not an extension of the agreement but an extension of a contingency in the agreement; the request to extend came after the deadline and was not in compliance after December 31, 2019. This was carefully reviewed by Counsel. She noted the BOS has the authority to amend this condition but does not have authority to amend all the conditions and cautioned these dates be carefully monitored.

Mr. Wilhelm read the emails.

Vote: The BOS unanimously voted to approve the Amended and restated Community Preservation Act Grant Agreement for the Maple woods Senior Affordable Housing Project through June 30, 2020.

This must also be signed by the Harborlight Board.

• Intermunicipal Agreement Renewal – Shared Inspectional Services with Hamilton
  ➢ Email dated January 13, 2020
  ➢ Intermunicipal Agreement Between the Towns of Wenham/Hamilton for Shared Inspectional services, dated October 2018

The initial Intermunicipal Agreement for shared services allows for 10 one-year agreement renewals if each BOS votes to renew by January 15 of each year. This is the first year extending the contract.

The Hamilton Selectmen are expected to vote on this at their next meeting January 27, 2020.
Vote: The BOS unanimously voted to extend the Intermunicipal Agreement with the Town of Hamilton for shared Inspectional Service from July 1, 2020 through June 30, 2021.

- Discussion and potential approval of Wenham Day Committee Charge
  - Memo from A. Ansaldi to BOS January 10, 2020

Wenham Day was not held in 2019. There seems to be public support for the return of Wenham Day. The BOS Chair proposed that the Town take the lead on Wenham Day for 2020. Letters of interest to serve on such a committee are being accepted through January 29.

The Wenham Day Committee shall be comprised of up to seven members, serving staggered, two-year terms from December 1st through November 30th, and subject to reappointment by the Board of Selectmen.

The Committee will focus on the following functions:
- Conduct outreach to the community to ask for feedback on previous activities offered at Wenham Day.
- Partner with local businesses, community organizations, non-profits, and Town departments to develop a yearly event that appeal to all ages and encourage the greatest participation of all Wenham residents and friends.
- Plan and coordinate a day for the recreational, educational, and cultural benefit of the community that will serve to unite residents and celebrate life in Wenham.
- Work with the Board of Selectmen to develop a strategy to fundraise for the event.
- Create marketing materials to disseminate information about the event.
- Encourage and support other community organizations to participate by highlighting their group’s mission and offering opportunities for involvement in Wenham.

Vote: The BOS voted unanimously to adopt the proposed Wenham Day Committee Charge.

- Annual Town Meeting April 4, 2020 - Vote to open the Warrant
  - Vote: The BOS voted unanimously pursuant to MGL C.39,§10 to open the warrants for the Saturday, April 4, 2020 Annual and Special Town Meetings forthwith, and to close said warrants on Tuesday, February 25, 2020; said town meetings to be held in the Perkins Auditorium, Bessie Buker Elementary School, 1 School Street, Wenham.

- Discussion & Potential Approval for Back-up Town Meeting Dates
  - The selectmen further discussed potential back-up Town Meeting dates, if necessary due to inclement weather, or town meeting is continued proposed dates were discussed according to the availability of Bessie Buker Auditorium
  - Vote: Board of Selectmen voted unanimously to approve April 6, 2020 and April 7, 2020 for potential backup dates for the Annual/Special Town Meeting.

- Review & potential vote to place several draft articles on the warrant
  - Ms. Bresnahan was present and reviewed the traditional articles to be placed on the Town Meeting Warrant.
  - Vote: The Board of Selectmen unanimously voted to insert the following articles onto the warrant for the April 4, 2020 [Annual/Special] Town Meeting, subject to approval as to form by Town Counsel including:
    - Cemetery and Other Trust Funds
    - Cemetery Maintenance Fund Transfer
    - Road Work – Chapter 90 Funding
    - Transfer from Water Operating budget to Water Capital Reserve Fund
    - Election of Town Officers and Ballot Questions

- Discussion & Decision on policy options regarding FY21 budget to provide policy direction to the Finance & Advisory Committee – Capital Budget
  - Proposed Capital Improvement program for FY21
    This includes $400,351 funded in Article 1 (Less $61,380 for Hamilton’s portion of shared programs); $25,000 from Iron Rail Revolving Fund, $150,000 for Department of Public Works (DPW) Chapter 90 projects, $85,0000 for Water Department projects, $303,286 for miscellaneous department projects funded from Free Cash.

The Selectmen voted to recommend to the Finance Committee the following capital be funded in the FY21 budget:
- Department of Public Works
  - Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the DPW front end loader second year lease of $35,000.
Vote: The BOS voted unanimously to recommend (for inclusion in the budget) year 1 (of 3) lease replace the DPW 1986 back hoe at a cost of $40,000.

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the DPW annual highway road capital $85,000. (The first $40,000 is winter damage and maintenance.)

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the DWP annual street road capital Chapter 90 funds of $150,000.

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) $21,000 for the one-time roof replacement for the Council on Aging building.

• Land Use Master Plan - one time cost $100,000

A discussion followed on the pros and cons of funding a Master Plan this year citing the budget deficit.

Vote: The BOS voted unanimously to defer action until further discussion with the Finance Committee.

• Town Administrator / Finance Department Compensation and Classification Study- Under discussion this was thought to be unnecessary at this time by two selectmen, again citing the budget deficit. It was discussed if a study should be done for the library the cost would be shared with Hamilton. Ms. Harrison supported the study be done. Mr. Ansaldi will speak with the Hamilton Town Manager.

Vote: The BOS voted by majority 2-1-0 to defer discussion (vote) to another meeting prior to finalizing the budget until further discussions with the Town of Hamilton and the Library Director.

• Fire Department

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the Pumper Fire Truck at a cost of $576,269 for the last year of the lease.

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the Fire Protection Gear at a cost of $30,800.

Vote: The BOS voted unanimously to recommend the SCBA (breathing equipment) (for inclusion in the budget) at a cost of $15,000.

Fire Department Ambulance – $30,000 year 1 of a 4-year lease for a second ambulance. Under discussion, Mr. Wilhelm noted a new second ambulance for additional calls would not be realized and did not justify the additional cost of $30,986.

Vote: The BOS voted unanimously to not recommend (for inclusion in the budget) the funding of $30,986 for an (second) ambulance.

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the Fire Department Engine year 1 of 10-year lease in the amount of $ 57,000. Mr. Wilhelm recommended the Fire Chief make a presentation to the BOS/FinCom and if approved, this expense should be considered as a debt exclusion at a cost of $475,000.

Vote: The BOS voted unanimously to defer this to further discussions and presentation.

• IT

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the Financial (Softright) Software recurring debt be paid at $16,949.

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) recurring funding for Town Hall desk top computers to bring up to latest version of windows at a cost of $10,000.

Vote: The BOS voted 2-1-0 to recommend the town’s web site software upgrade at a one-time cost of $13,500 with Mr. Clemenzi voting in the negative.

• Iron Rail

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the recurring debt for the replacement of roofing gutter fascia at the Iron Rail for $17,800 and the road/parking lot pavement for $8,000.

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the design and replace septic system at the Iron Rail at a one-time cost of $10,000.

(Installation to be done in house FY22)

• Library

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the library server for $18,000 (shared with Hamilton at 2/3).

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the partial library roof replacement at a cost of $75,000 (shared with Hamilton 2/3)

• Police

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the annual lease payment year 2 of 3-year lease for the police administration vehicle in the amount of $12,133.
Vote: The BOS voted unanimously to recommend (for inclusion in the budget) the purchase of a front-line cruiser in the amount of $42,000. Police Chief Perkins was present and spoke to the success of this rotating vehicle program at 100,000 miles, citing the many years other cruiser replacement programs were tried.

Replacement of 10 Rifles (industry standard equipment) at a cost of $14,000. Chief Perkins explained that these rifles are now 10 years old and have increased use with the additional training requirements. BOS asked for the chief to look into purchasing half this year and half next year.

Vote: The BOS voted unanimously to defer the decision regarding the rifles.

- Water Department (source of funding from water department fund)

Vote: The BOS voted unanimously to recommend (for inclusion in the budget) funding of $85,000 for the SCADA (software) system upgrade ($50,000) and the annual Water Capital Reserve ($35,000).

BOS Meeting Schedule through March 31, 2020

Vote: The BOS voted unanimously to approve their proposed meeting schedule through April 4, 2020.

- February 4, 2020 (Joint Meeting w/Wenham Housing Authority)
- February 11, 2020 (Potential 5pm start)
- February 18, 2020 (Joint meeting w/Fin Com)
- February 25, 2020 (Potential 5pm start)
- March 2, 2020 (Buker School)
- March 17, 2020
- March 24, 2020
- March 30 – Warrant Hearing
- March 31, 2020
- Town Meeting April 4

Adjourn: The BOS voted unanimously adjourn at 8:49 pm.

Respectfully Submitted By
Catherine Tinsley
4.22.2020
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/committee members, a joint meeting of the Wenham Finance & Advisory Committee, Wenham Board Selectmen, Hamilton Finance & Advisory Committee, Hamilton Board of Selectmen and the Hamilton Wenham Regional School District Capital Financial Planning Subcommittee meeting was held on Wednesday January 29, 2020 at 7 pm in the multi media room.

Public information - Please be advised that this open meeting is being broadcast live and recorded by HWCAM for playback on Comcast channel 8 and Verizon channel 36. It will also be available for on-line, video on-demand viewing at hwcam.org. The listing of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed. Items may be taken out of order and at times that differ from those listed below. Other items not listed may also be brought up for discussion to the extent permitted by law. All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name and address.

- The meeting was called order by the respective boards/committees at 7:08 pm

Hamilton Wenham Regional School Committee (HWRSC) Capital Financial Planning Subcommittee
Subcommittee present: Gene Lee; Michelle Horgan; Stacey Metternick;
Also present: Dr. Julie Kukenberger, Interim Superintendent of Schools; Vincent Leone, Asst Superintendent of Finance & Administrative.
School Committee members present not participating; Michelle Bailey; David Polito, Tai Pryjmo; Peter Wolczik,

Town of Wenham Finance & Advisory Committee and Board of Selectmen
Committee present: Alex Begin, Chair; Michael Therrien, Vic Chair; Carrie Jelsma; David Molitano; Jim Purdy
Also present: Selectman Catherine Harrison; Anthony Ansaldi, Town Administrator; Chris Holak, Interim Finance Director

Town of Hamilton Finance & Advisory Committee and Board of Selectmen
Committee present: David Wagner, Chair; John Pruellage; Christina Hargrove; Valerie McCormack
Selectmen present; Jeff Hubbard, Chair; Darcy Dale; Shawn Farrell; Rosemary Kennedy; William Olson
Also present: Joseph Domelowicz Jr. Town Manager

“Two Towns One Community” how do all three entities work together to ensure that all three-budgets pass?
Dr. Julie Kukenberger gave a brief introduction and said the goal was to improve communication transparency and collaboratively work together to best serve the community.
She reviewed the five agreed “norms”:
1. Take inquiry stance
2. Be hard on the content and soft on people
3. Share the air
4. Be kind, specific, and honest
5. Assuming positive intent

Operating Fiscal Year 2021 (FY21) Budget Overview

Review that the purpose of the budget meeting was to understand the FY21 budget challenges and tentative operating, capital budgets and develop strategies for community support.

- Town of Hamilton FY21 Budget Preview - Joe Domelowicz Jr. Town Manager referenced a PowerPoint presentation “Town of Hamilton FY21 Budget Preview”.
The presentation included budget guidance and drivers.
  - FY21 is a level service budget.
  - The total projected FY21 budget for Hamilton without schools is $14,133,220; this is a 2% increase over FY20.
  - Revenue - $33,628,620 (without override or use of free cash for operating costs)
  - Capital improvement plan (requested) - $2,486,000, not including town hall renovation question
  - A 12.8% increase in the school far exceeded the town’s proposed increase of 2% or $2,375,293. This would require the use of free cash, all available levy capacity and a proposition 2½ override.
  - The town proposed a 5% increase to the school budget over FY20.
In summary, Mr. Domelowicz observed that the school budget has grown $10 million over the past five years, and noted this is almost the Town of Hamilton’s entire budget of $14 million. He stressed the proposed budget is not sustainable or realistic and the schools need to consider to remove or reduce non-mandated and non-contractual costs and reiterated proposition 2 ½ is the law in Massachusetts and the towns and school district should budget within the 2 ½% increase.

- Town of Wenham FY21 Budget Preview - Anthony Ansaldi, Town Administrator referenced a PowerPoint presentation “Town of Wenham FY21 Budget Outlook”. Mr. Ansaldi reviewed that State aid, local receipts, and property taxes are Wenham’s limited revenue source of $19,948,720; property taxes are 84% of the town’s revenue source. FY21 expenditures were reviewed. The town budgeted a 3% increase for the school budget and level service budgets from town departments. The Town of Wenham operating costs are $21 million; the school is the largest part of the budget at 53%. In summary, the town has a deficit of $1.1 million. Free Cash has been applied reducing the deficit to $729,000 based on the 3% increase for the schools. Based on this calculation, the tax rate in Wenham will be $20.30 or / an average increase of $775 per median assessed home ($574,100).

Recalculated with the 12.5% impact of proposed school budget the FY21 deficit climbs to $2.2 million with use of free cash the deficit is reduced to $1.8 million, impacting the tax rate to $21.56 or / $1500 per year.

- HWRSD FY21 Budget preview - Dr. Kukenberger included a brief review that when she took the superintendent position in July, she inherited a $638,000 deficit from the previous administration; this included additional mandates i.e. teachers, unbudgeted out of district placements. Mr. Leone referenced a PowerPoint presentation “December 31, 2019: FY20 Budget Forecast” and further reviewed that the new administration went line by line through the budget in December and were able to update and project a reduced deficit of $446,000 due to new salary agreements in administration, reallocation of duties in the business office and special education office, and a reduction in tuitions. Upon further review of the expense budget i.e. supplies and materials, an additional $200,000 savings, the deficit was reduced to $233,000. The balance in the circuit breaker reserve will be used to eliminate the $233,000 deficit. Dr. Kukenberger acknowledged the financial pressures on the towns. The leadership team wanted to create a budget that clearly articulated the needs of the school district which have been pushed off and neglected, such as the care of facilities and development of programs, that would save money and increase quality of services to students. Dr. Kukenberger reiterated the leadership team knows this is not sustainable and is also concerned with the increase and supported a more transparent and collaborative effort to present a budget for FY21. Dr. Kukenberger stressed the FY21 budget presented was reviewed line by line by the leadership team that also worked on the budget in its entirety. Dr. Kukenberger and Mr. Leone included in their presentation:
  o Highlighted budget goals and challenges to develop a needs-based student centered fiscally responsible budget for students and 300+ employees.
  o Increases over FY20 - 2.3% unbudgeted needs and 4.9% contractual obligations, health insurance.
  o Review of FY20 budget increase of 5.6% over FY19
  o Differences of level service and level budget; minimal discretionary accounts.
  o Additional needs listed requested not included in the budget were presented as contractual obligations, annual rate changes and current services at an 8% increase over FY20.
  o The FY21 level service budget was summarized +Required investments +Kindergarten assistants + FTE LICSW + After school academic + FTE SLP + additional unmet needs not included.

Budget categories were broken out of the $39.3 million budget; 60% of the budget is staff; 17% is out of district tuitions; 13% fixes charges 6% operation/maintenance; 6% transportation, athletics; 4% instructions materials; % administrative expenses. Largest FY21 Budget Drivers of the $4.3 million gross budget increase: 13.85% capital, operations, maintenance; 18.34% insurance/retirement; 15.23% other teaching services; 7.59% pupil services; 21.62% teachers; 21.09% out of district tuition; 2.28% other.

Mr. Leone gave an overview of the assessments to the towns: Increase of $3.7 million
  - Hamilton $2,366,546 / 12.66%
  - Wenham $1,426,091 / 13.60%

Dr. Kukenberger referred to FY21 as a correction year and that the increase is not the expectation year over year. However, the school budget will always go up and there are no promises the budget won’t ever increase substantially in the future to meet needs in a responsive way to help students thrive and realize their own potential within a fiscally responsible budget the communities can support. She noted that this is a contract negotiation year of all three collective bargaining agreements expiring June 2021.
The meeting was open for questions and/or comments on the school budget.

- Negotiate staff pay more for healthcare
- Increase grant writing - The school does not have a grant writer but have those in the district that write grants.
- Total out of placement cost is $4.9 million – Serving 70 students out of district this is disproportionate compared to other communities of similar size; out of district transportation cost is $770,000
- Required within these astronomical increases and how to help meet expenses with volunteers and/or peer-to-peer- Privacy and specific needs challenge this approach

Mr. Begin stated the approach was made with professionalism and acknowledged the school is in a difficult position. He asked if the school committee would speak on the budget tonight and it was explained that there was a mistake in the posting of the meeting and that the process would be to hear from district, work the budget in the capital financial sub-committee, and take a final budget recommendation to the school committee for ratification. The tentative budget met the regional school district agreement timeline. Additional meetings will address reductions in the school budget. Mr. Begin questioned if there was a summary of the school committees’ attitude toward the budget and the grave situation the increase places the towns and school.

There was no statement from the school committee available but Mr. Lee observed they are all members and tax payers of the community but are elected officials to advocate for the school. There is a competing interest to have a high functioning school. He went on to acknowledge the towns are in the same situation.

Mr. Begin opined this alarmingly high increase needs debate and collaboration and what guidance the superintendent has been given from a month ago.

Mr. Domelowicz clarified town costs are going up but below average inflation rates and within proposition 2 ½ which shows fiscal responsibility and that the town takes budgeting seriously. He recalled that last year, within two weeks after the school budget was there was a $600,000 short fall. The towns are also required to provide services.

Dr. Kukenberger acknowledged the FY21 budget increase is not sustainable “and at some time you need to right the ship as these needs are not going to go away.”

Mr. Wagner gave contractual obligations as an example of discretion in the power of the school. He went on to say the school has previously made investments (special education) that were supposed to provide cost savings. He was told that these investments did provide cost savings and currently outpacing the projected cost savings. Mr. Wagner also observed the law allows the district to challenge a parental request for out of district placement and Dr. Kukenberger responded that there was an increase in the legal line to litigate cases when the town has a viable program.

Mr. Wagner also noted there was no Other Post Employment Benefit (OPEB) program of the estimated $30 million district’s obligation on top of the FY21 budget is troublesome and that alternative funding to tax payer revenue needs to be sought. He reiterated this is not to devalue education but this increase/ budget is not sustainable.

Ms. Harrison referenced a 12.8% increase in the school budget is high in comparison to other districts and questioned what in particular is driving the HWRSD budget this year, more than twice what is typically expected, and that nothing appears to have changed year to year to account for the 12% increase.

Dr. Kukenberger said the year started with a deficit which is not sustainable and also that the school has little revenue outside of the state aid of $4.6 million but the budget is in part anticipatory to address special needs for the unknown needs of students both current and future. She noted the town had these programs years ago that were probably taken out as cost savings for that FY. It takes 3-5 years to get a program started before it sees savings. Programs will be better promoted.

Mr. Purdy asked about the 766 law (1981) and if there is anything that prevents the school from entering into cost sharing agreements and was informed there are a variety of cost sharing with parents as well as the North Shore Educational Collaborative.

Mr. Begin reviewed the historical school budget increases as 2017/18 was 4.3% increase; 2018/19 was 5.4% increase; 2019/2020 and 20/2021 at 12% with corrective action. Dr. Kukenberger noted year over year the school budget was underbudgeted.

Ms. McCormack suggested this budget was already at the point of cuts i.e. trash, road repair, etc. and questioned if the budget was under budgeted or over spent.

Ms. Jelsma left the meeting. Ms. Dale left the meeting

Mr. Domelowicz spoke on the Town of Hamilton’s five-year capital plan and the effort to prioritize and assign a timeline implemented Capital committee. The plan totaled $39.2 million. For FY21, the town had $2.5 million in capital needs but the town has put off $2 million of capital to try and balance the school budget needs. This cut does not include renovations to town hall.

Mr. Ansaldi spoke on Wenham’s’ capital outlook and stated that department heads put together a five-year capital plan which included projects greater than $10,000 and that had a useful life of more than 1 year.

The town has five funding categories: Operating budget; Revolving fund- Iron Rail (rental revenue); Chapter 90 State Aid;
Water fund (rate payers); Free Cash. The BOS/ FC still needs to decide on the backup ambulance, replacement an aging fire pumper, and fund a Master Plan.

Dr. Kukenberger defined capital expense as anything that exceeds $25,000 with a useful life of 5 years. Capital needs were recently reassessed the capital needs and created a 10-year plan. The FY21 budgets includes $958,000 for safety updates and infrastructure, network infrastructure; elementary school facilities study, and educational plan; standardize furniture (not updated since 1960); replacement of sidewalks at the middle school; athletic campus improvements plan.

The following debt service assessment for $413,253 included the Cutler roof; Buker and Winthrop boiler/glass projects; Winthrop sprinkler. These would be banned and only interest payment made the first year FY21.

• How to work together
There was a follow up discussion on how the three entities would work together and ensure all three-budget pass. The towns requested continued updates and to meet again in February.

The meeting was open for public comment.
Peter Wolczik commented on the class sizes space that they are not large enough for the number of students. He also questioned why it seems the towns are resistant to expanding the tax base especially being so close to Beverly airport. The towns agreed open space is the character of the town but there are few areas that can be developed; this continues to need to be looked into.

David Polito noted there were two new administrators coming into a tough situation handed a $600,000 deficit roll over and operating under budget. He further explained the corrective year and recognized that it is not sustainable. He noted for the first time serving he is hearing that the towns realize they need to increase revenue and this is where the communities grow changes the burden on home owners.

• Each board/ committee unanimously adjourned at 9:50 pm.

Respectfully submitted by
Catherine Tinsley
3.7.2020
New Business – COVID-19

Update from the Board of Health & Public Health Nurse

Requested by: BOH, Public Health Nurse  Action Sought: Update and approval

Proposed Motion(s)

Discussion Dependent

Additional Information

Board of Health Chairman Dr. Andrew Ting or Wenham Public Health Nurse Maribeth Ting will be providing an update to the BoS. At the BOS meeting on April 28th, both the BOH and BOS voted to extend its outdoor facilities closure through May 18, 2020.

Board Action

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<th>In favor</th>
<th>Opposed</th>
<th>Disposition</th>
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New Business – COVID-19

Annual Town Meeting Warrant Articles

Requested by: Town Administrator

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent

Additional Information

Attached, please find a list of warrant articles for the Annual Town Meeting. Several communities around the Commonwealth are taking the position to take up only financial articles regarding the FY21 budget.

Board Action

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<th>Motion</th>
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To: Local Officials

From Senator Tarr

Please find attached the summary and text of An Act relative to municipal governance during the COVID-19 emergency. The Senate is intending to take up this legislation next week. Thank you.

Sincerely,
Hirak

Hirak S. Shah Esq.
Legal Counsel
Office of Senate Minority Leader State Senator Bruce Tarr
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HOUSE 4398:  AN ACT RELATIVE TO MUNICIPAL GOVERNANCE DURING THE COVID-19 EMERGENCY

(summary reflects text as redrafted, title as changed and as reporting in part)

SPONSORS: Senate Committee on Ways and Means

LEGISLATIVE HISTORY:  2/5/2020 H4367, published as amended; passed to be engrossed

2/10/2020 Read and referred to the Committee on Senate Ways and Means

EXISTING LAWS AFFECTED: None

PROPOSED LEGISLATION:

- Allows the select board of a town not having a representative town meeting form of government to vote, in consultation and with the approval of the town moderator, to prescribe the number of voters necessary to constitute a quorum at any town meeting held from the Governor’s March 10, 2020 declaration of a state of emergency until 30 days after the termination of the state of emergency so long as the quorum number is not less than 10 per cent of the number that would otherwise be required.

- Requires the select board to publish notice of its intention to consider an adjustment of town meeting quorum requirements not less than 7 days before the vote of the select board and to provide for adequate means of public access that will allow interested members of the public to follow the deliberations.

- Limits a town meeting held with a reduced quorum to take up only those matters related to their budget or necessary to meet a federal deadline and prohibits warrant articles other than those adopted by the select board.

- Allows the moderator in a town having a representative town meeting form of government to request the town meeting to be held through remote participation, including, but not limited to, by means of a video or telephone conferencing platform if the moderator determines that during the Governor’s March 10, 2020 declaration of a state of emergency, it is not possible to safely assemble the town meeting members and interested members of the public in a common location.
• Requires a platform used by a town meeting for remote participation to provide for: (i) the moderator, town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each town meeting member who attends and participates in the town meeting, as well as any other individuals; (ii) the ability to determine whether a quorum is present; (iii) a town meeting member, town official or other individual to request recognition by the moderator without prior authorization; provided, however, that the request is visible or audible to the public in real time; (iv) the moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, raise a point of order or object to a request for unanimous consent; (v) the moderator to recognize a town meeting member, town official or other individual to speak and to enable that person to speak; (vi) the ability to conduct a roll call vote; (vii) any interested members of the public to access the meeting remotely; and (viii) the town meeting to be recorded.

• Requires registered voters residing in the town wishing to participate in a remote town meeting to submit a request to participate to the town clerk not less than 48 hours in advance of the town meeting.

• Requires the town clerk to provide instructions for participation in the remote town meeting after verifying the voter registration status of the person requesting to participate in the remote town meeting.

• Requires the select board, within 10 business days following receipt of a written request by the moderator to hold town meeting remotely by means of the video or telephone conferencing platform, to vote to approve or deny the request.

• Requires the select board, if it votes to approve the request of the moderator for remote participation, to issue a warrant or notice that expressly states that the town meeting shall be held remotely, the date and time of the meeting and any information necessary to access and attend the town meeting remotely.

• Requires the town meeting members present and voting at the meeting, before taking any other vote, to vote on whether or not to continue conducting the town meeting remotely by means of the chosen platform.
• Requires a town meeting held through remote participation to be recorded, preserved and made publicly available on the town’s website for not less than 90 days after the conclusion of the town meeting.

• Allows a select board, in consultation with the town moderator, to vote to hold town meeting outside the geographic limits of the town if the board determines that it is not possible to adequately conduct town meeting in a location within the geographic limits of the town that ensures health and safety during the Governor’s March 10, 2020 declaration of a state of emergency.

• Allows a mayor who is unable to submit an annual budget for FY21 to the city council within 170 days after formation of the government as a result of the Governor’s March 10, 2020 declaration of a state of emergency to submit the budget to the city council within 30 days after the termination of the declaration of emergency or on July 31, 2020, whichever is earlier.

• Allows a city, town or regional school district, under certain circumstances, to approve a payment for the period beginning on or after March 10, 2020 through the remainder of fiscal year 2020 on an existing service contract for school or education-related services entered into by the school committee or district or a service contract renegotiated or modified by the school committee or district, in order to maintain the availability of and access to the services secured under the underlying contract between the parties.

**ESTIMATED FISCAL IMPACT:**

This legislation has no cost to the Commonwealth.

(AHC)
An Act relative to municipal governance during the COVID-19 emergency

Whereas, the deferred operation of this act would tend to defeat its purpose, which is to protect forthwith both public health and the viability of town meetings in the face of the state, national and global public health emergencies existing as a result of the COVID-19 pandemic, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

SECTION 1. (a) Notwithstanding section 13 of chapter 39 of the General Laws or any other general or special law, charter provision or by-law to the contrary, a town not having a representative town meeting form of government may act by vote of its select board, in consultation and with the approval of the town moderator, to prescribe the number of voters necessary to constitute a quorum at any town meeting held from the governor’s March 10, 2020 declaration of a state of emergency until 30 days after the termination of the state of emergency at a number that is less than the number that would otherwise be required by law, town by-law or town charter; provided, however, that the number of voters necessary to constitute a quorum shall not be less than 10 per cent of the number that would otherwise be required.

(b) The select board shall publish notice of its intention to consider an adjustment of town meeting quorum requirements under this section not less than 7 days before the vote of the select board. The select board shall provide for adequate means of public access that will allow interested members of the public to clearly follow the deliberations of the select board on making a quorum adjustment as those deliberations are occurring.

(c) Not less than 10 days after a vote of the select board to adjust the quorum requirement under this section, the town clerk shall notify the attorney general of the adjusted quorum requirement.

(d) A town meeting held pursuant to this section shall take up only those matters related to their budget or necessary to meet a federal deadline and shall not include warrant articles other than those adopted by the select board.

(e) All actions taken pursuant to this section are hereby ratified, validated and confirmed to the same extent as if the town meeting had been conducted in accordance with all other applicable laws, charter provisions, ordinances and by-laws.

SECTION 2. (a) Notwithstanding any general or special law, charter provision, ordinance or by-law to the contrary, during the governor’s March 10, 2020 declaration of a state of emergency, if the moderator in a town having a representative town meeting form of government determines that it is not possible to safely assemble the town meeting members and interested members of the public in a common location while complying with any applicable state or local orders, directives or guidance concerning public assemblies, the moderator may request that the select board of the town call for a representative town meeting to be held through remote participation, including, but not limited to, by means of a video or telephone conferencing platform. Such a request by the moderator to the select board shall be in writing and shall include, but not be limited to: (i) the moderator’s determination and request to hold a town
meeting through remote participation in accordance with this section; (ii) the video or telephone conferencing platform the moderator has determined to use to hold the town meeting; and (iii) a certification that by the moderator that: (A) the moderator has tested the video or telephone conferencing platform; and (B) the platform satisfactorily enables the town meeting to be conducted in substantially the same manner as if the meeting occurred in person at a physical location and in accordance with the operational and functional requirements set forth in this section.

A video or telephone conference platform used by a town meeting for remote participation under this section shall, at minimum, provide for: (i) the moderator, town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each town meeting member who attends and participates in the remotely-held town meeting, as well as any other individuals who participate in the remotely-held town meeting; (ii) the ability to determine whether a quorum is present; (iii) a town meeting member, town official or other individual to request recognition by the moderator without prior authorization; provided, however, that the request is visible or audible to the public in real time and upon review of the recording of the town meeting proceedings, preserved according to subsection (h); (iv) the moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, raise a point of order or object to a request for unanimous consent; (v) the moderator to recognize a town meeting member, town official or other individual to speak and to enable that person to speak; (vi) the ability to conduct a roll call vote; (vii) any interested members of the public to access the meeting remotely for purposes of witnessing the deliberations and actions taken at the town meeting; and (viii) the town meeting to be recorded. Registered voters residing in the town wishing to participate in a remote town meeting conducted pursuant to this section shall submit a request to participate to the town clerk not less than 48 hours in advance of the town meeting. Upon receipt of the request and verification of the requester’s voter registration status, the clerk shall provide to the requester instructions for participating in the remote town meeting.

(b) Not later than 10 business days following receipt of a written request by the moderator under subsection (a), the select board shall vote to determine if the town meeting shall be held remotely by means of the video or telephone conferencing platform requested by the moderator.

(c) If the select board votes to approve the request of the moderator for remote participation at a town meeting and the select board has already issued a warrant calling a town meeting to be held not later than June 30, 2020, the select board shall, at the same meeting of the board, approve and issue, in consultation with the moderator, a notice that expressly states: (i) that the town meeting shall be held remotely by means of the video or telephone conferencing platform requested by the moderator; (ii) the date and time of the meeting; and (iii) any information necessary for the moderator, town meeting members, town officials and interested members of the public to access and attend the town meeting remotely.

The notice issued by the select board shall be: (i) accompanied by the written request of the moderator submitted to the select board under subsection (a); (ii) filed and posted in accordance with the requirements of subsection (b) of section 10A of chapter 39 of the General
Laws; (iii) distributed to each town meeting member; and (iv) publicly posted not less than 10 days before the scheduled date of the remote town meeting. The notice may include a date, time and place for the town meeting to be resumed if the town meeting does not vote to continue the town meeting remotely as required under subsection (f).

(d) If the select board votes to approve the request of the moderator for remote participation at a town meeting and the select board has not yet issued a warrant for a town meeting, the select board shall approve and issue a warrant for the town meeting that expressly states: (i) that the town meeting shall be held remotely by means of the video or telephone conferencing platform requested by the moderator; (ii) the date and time of the meeting; and (iii) any information necessary for the moderator, town meeting members, town officials and interested members of the public to access and attend the town meeting remotely.

The warrant issued by the select board shall be: (i) accompanied by the written request of the moderator submitted to the select board under subsection (a); and (ii) filed in accordance with section 10 of chapter 39 of the General Laws, all other applicable laws and any relevant provision of the town charter or by-laws. The warrant may include a date, time and place for the town meeting to be resumed if the town meeting does not vote to continue the town meeting remotely as required under subsection (f).

(e) Not later than 5 business days after a vote of the select board to approve the request of the moderator to hold a town meeting remotely pursuant to subsection (c) or (d), the town clerk shall submit a certified copy of the vote of the select board and of the written request of the moderator to the attorney general.

(f) Before taking any other vote at a representative town meeting held through remote participation under this section, the town meeting members present and voting at the meeting shall vote on whether or not to continue conducting the town meeting remotely by means of the chosen video or telephone conferencing platform. If the town meeting votes to continue conducting the town meeting remotely, then the town meeting shall proceed by remote participation to address the articles included in the warrant. If the town meeting does not vote to continue conducting the town meeting remotely, then the town meeting shall be adjourned to the date, time and place specified in the notice or warrant under subsection (c) or (d). If no date, time and place has been specified in the notice or warrant, the town meeting shall immediately be dissolved without taking any votes on any other matters and the select board may call the town meeting pursuant to a new warrant that provides for the town meeting to be held in person at a physical location in accordance with section 10 of chapter 39 of the General Laws, all other applicable laws and provisions of the town charter and by-laws.

(g) A vote taken at a representative town meeting held through remote participation pursuant to this section shall be taken by any means that the moderator determines accurately and securely records the votes of those entitled to vote at the meeting, including, but not limited to, a roll call vote, electronic voting, voting by ballot, voting by phone or any combination thereof. The vote of each town meeting member on a roll call vote shall be recorded and kept with the minutes of the town meeting.
(h) A representative town meeting held remotely pursuant to this section shall be recorded and the recording shall be preserved and made publicly available on the town’s website for not less than 90 days after the conclusion of the town meeting.

(i) All actions taken pursuant to this section are hereby ratified, validated and confirmed to the same extent as if the town meeting had been conducted in accordance with all other applicable laws, charter provisions, ordinances and by-laws.

SECTION 3. Notwithstanding section 9 of chapter 39 of the General Laws or any other general or special law, charter provision, ordinance or by-law to the contrary, during the governor’s March 10, 2020 declaration of a state of emergency, a select board, in consultation and with the approval of the town moderator, may vote to hold town meeting outside the geographic limits of the town if the board determines that it is not possible to adequately conduct town meeting in a location within the geographic limits of the town in a manner that ensures health and safety; provided, however, that a meeting for the election by ballot of federal, state or other officers or the determination of other matters that are to be determined by ballot at an election shall be held within the geographic limits of the town. The select board shall publicly post notice of the location of town meeting to be held outside the geographic limits of the town not less than 10 days before the date of the meeting. Nothing in this section shall supersede or otherwise affect the validity of any a special law, charter or by-law in place before the governor’s March 10, 2020 declaration of a state of emergency that provides for holding town meeting outside the geographic limits of the town.

SECTION 4. Notwithstanding section 32 of chapter 44 of the General Laws or any other general or special law, charter provision or ordinance to the contrary, if the mayor of a city is unable, as a result of the governor’s March 10, 2020 declaration of a state of emergency, to submit an annual budget for fiscal year 2021 to the city council within 170 days as required by the first paragraph of said section 32 of said chapter 44, the time periods and deadlines set forth in said section 32 of said chapter 44 for the mayor and city council to act on the annual budget shall be extended until 60 days after the termination of the declaration of the state of emergency; provided, however, that within 30 days after the termination of the declaration of emergency or on July 31, 2020, whichever is earlier, the mayor shall submit to the city council the annual budget for fiscal year 2021 for the purposes of said section 32 of said chapter 44 and the time periods and deadlines set forth in said section 32 of said chapter 44 shall, if not inconsistent with this section, otherwise thereafter apply; and provided further, that notwithstanding said section 32 of said chapter 44 to the contrary, the mayor may submit to the city council a continuing appropriation budget for the city on a month-by-month basis for a period not to exceed 3 months if the city has not approved an annual budget for fiscal year 2021 by June 30, 2020, as a result of the governor’s March 10, 2020 declaration of a state of emergency.

SECTION 5. (a) (1) Notwithstanding sections 52 and 56 of chapter 41 of the General Laws, a city or town may approve a payment for the period beginning on or after March 10, 2020 through the remainder of fiscal year 2020 on an existing service contract for school or education-related services entered into by the school committee or a service contract renegotiated or modified by the school committee in order to maintain the availability of and access to the services secured under the underlying contract between the parties; provided, however, that: (i) the underlying service contract was in effect before March 10, 2020 and the service
contractor was unable to perform services under the contract as a result of the governor’s March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19; and (ii) there are sufficient unencumbered available funds remaining for such payment in the appropriation for the purpose.

(2) Before any payment, the service contractor shall present to the approving authorities set forth in subsections (b) and (c), a sworn statement reporting grants, discounted loans or other financial support that the service contractor has received from a state, federal or local government as a result of the COVID-19 outbreak or, if the service contractor has not received any such grants, discounted loans or other financial support, affirming that the service contractor has not received, and shall not receive thereafter, any such grants, discounted loans or other financial support. If the service contractor reports it has received grants, discounted loans or other financial support from a state, federal or local government, the payment to the service contractor shall not exceed the amount to which the service contractor was eligible under the service contract less the amount received in such grants, discounted loans or other financial support and the sworn statement shall include an attestation that the payment is not in excess of that amount.

(b) In a city, the payment set forth in subsection (a) shall be approved by: (i) the school committee; (ii) a city auditor, accountant or other officer having similar duties; and (iii) the chief executive officer of the city as defined in Fifth B of section 7 of chapter 4 of the General Laws.

(c) In a town, the payment set forth in subsection (a) shall be approved by: (i) the school committee; (ii) a town accountant or other officer having similar duties; and (iii) the chief executive officer of the town as defined in Fifth B of section 7 of Chapter 4 of the General Laws.

(d) This section shall not apply to tuitions and rates set by the bureau of purchased services within the operational services division pursuant to section 22N of chapter 7 of the General Laws, which are set and are non-negotiable for fiscal year 2020.

SECTION 6. (a) (1) Notwithstanding sections 52 and 56 of chapter 41 and section 16A of chapter 71 of the General Laws, a regional school district may approve a payment for the period beginning on or after March 10, 2020 through the remainder of fiscal year 2020 on an existing service contract for school or education-related services entered into by the regional school district or a service contract renegotiated or modified by the regional school committee in order to maintain the availability of and access to the services secured under the underlying contract between the parties; provided, however that: (i) the underlying service contract was in effect before March 10, 2020 and the service contractor was unable to perform services under the contract as a result of the governor’s March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19; and (ii) there are sufficient unencumbered available funds remaining for such payment in the appropriation for the purpose.

(2) Before any payment, the service contractor shall present to the approving authorities set forth in subsection (b), a sworn statement reporting grants, discounted loans or other financial support that the service contractor has received from a state, federal or local government as a result of the COVID-19 outbreak or, if the service contractor has not received any such grants,
discounted loans or other financial support, affirming that the service contractor has not received, and shall not receive thereafter, any such grants, discounted loans or other financial support. If the service contractor reports it has received grants, discounted loans or other financial support from a state, federal or local government, the payment to the service contractor shall not exceed the amount to which the service contractor was eligible under the service contract less the amount the service contractor received in such grants, discounted loans or other financial support and the sworn statement shall include an attestation that the payment is not in excess of that amount.

(b) The payment set forth in subsection (a) shall be approved by the regional school committee and a business manager, assistant superintendent for business or other employee with title of similar import and responsibilities as those of a town accountant.

(c) This section shall not apply to tuitions and rates set by the bureau of purchased services within the operational services division pursuant to section 22N of chapter 7 of the General Laws, which are set and are non-negotiable for fiscal year 2020.

SECTION 7. This act shall expire 35 days after the termination of the governor’s March 10, 2020 declaration of a state of emergency and such expiration shall not affect the validity of any vote or action taken by a select board or town meeting pursuant to this act.
New Business – COVID-19

Annual Town Election

Requested by: Town Administrator              Action Sought: Discussion

Proposed Motion(s)

Discussion dependent

Additional Information

As you are aware, no date has been decided for the Annual Town Election. Discussions with the Hamilton Board of Selectmen, at a joint meeting on April 13th, both Boards discussed the possibility of holding the Annual Town Meeting and the Town Election on a date in June but did not vote memorializing a date.

Board Action

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All,

As you can see from the email below, Michelle recalled a warrant article that would have mirrored Hamilton in that the annual town election would take place the first Thursday following the annual election. When I asked the Town Clerk for the minutes from the Annual Town Meeting 2012 she provided the attached (it is Article 16). I would of thought that this would have been codified to the bylaws but as we all discovered that they have not been.

Please let me know if you have any questions.

Anthony

----- Forwarded Message -----
From: Matt & Michelle Bailey [mailto:m.mbailey@verizon.net]
Sent: Monday, April 13, 2020 6:47 PM
To: Anthony Ansaldi <AAnsaldi@wenhamma.gov>
Subject: Voting in Wenham - Town Meeting vote in 2012

Can you access the warrant from our 2012 Town Meeting to see what was approved regarding the election? As I recall, it was voted as written below.

----- Forwarded Message -----  
From: Matt & Michelle Bailey <m.mbailey@verizon.net> 
To: "treid@wenhamma.gov" <treid@wenhamma.gov> 
Sent: Monday, February 27, 2012, 05:32:39 PM EST 
Subject: Petition for Town Meeting

Trudy,

With the change of the Wenham and Hamilton Town Meetings to the same day, maybe it would be a good idea to match-up the election dates too. Plus maybe we could get more people to come vote for those capital debt exclusion after the TM.

The Citizen's Guide to Town Meeting on line says "To insert an article in the warrant for an annual Town Meeting, at least 10 registered voters of the town must sign a written request." I'm guessing I need an official form like when we did the police study petition.

It should read:

To see if the Town of Wenham will vote to change the date of the Annual Election of Town Officers to the first Thursday after the opening of the Annual Town Meeting. The Selectmen may upon the recommendation of the Town Clerk change the date of the election to either of the next two succeeding Thursdays. The polls for the election of said town officers shall be opened at 7:00 o'clock a.m. and shall close at 8:00 o'clock p.m. This change shall be effective for the Annual Town Meeting starting in calendar year 2013.
The Citizens Guide to Town Meeting also says to check with your town clerk or town counsel regarding wording of warrant articles. This is very similar to the working of from the Hamilton fall TM warrant, but let me know if you think I should run it by Paul Weaver.

I'd like to get the "official" paperwork before Thursday morning if at all possible.

Thanks,

Michelle Bailey
While waiting for the quorum to be met, Moderator Paul Weaver introduced Rep Brad Hill. Rep Hill spoke on the current economy and state affairs, indicated that it’s looking up for the state with the revenues up. Rep. Hill also made reference to the change of the liquor license for the Wenham Tea House and he indicated that the change is being expedited and hoping to hear back by the middle of June.

At 1:10 PM, Paul Weaver, Moderator while waiting for the confirmation from the election officers that the quorum had been met, discussed how town meetings work. He talked about how the first 8 articles would be financial matters, while Article 9, which is traditionally Article 2, was the Town’s Budget for FY13.

A Thank You was extended to the Cub Scouts / Boy Scouts for delivering the Annual Town Reports and Warrants, the WVIS and Henry’s Fine Food for the pre-town meeting lunch and to the Ayer Family for the donated flowers In Memory Of, Hilda Rice Ayer. Also thanks were given to the H-W Garden Club for their arrangement of the flowers. In Memoriam: Three individuals who were involved in Town Government at some point in their life, passed away since our last Annual Town Meeting. They were Susan Harnisch, Gilbert Steward, Jr. and Ann Mulry Shaw.

Moderator Paul Weaver announced the check-in election officers for the meeting, Susan Herrick and Roseann Brozenske; and the floor tellers should a floor vote be needed would be Julie Dodge, Laurie Erhard, Catherine Tinsley, and Bettie Wright. He also remarked that Wenham’s Town Meeting is governed by Town Meeting Time.

Jack Hauck – resident stepped to the microphone to express his concern over how the Annual Town Reports and Warrants were delivered indicating that The Maples and The Boulders did not receive copies of the CD, on which these reports were printed.

At 1:18 PM, Paul Weaver, Moderator declared that the quorum had been met, and commenced with the start of the 2012 Town Meeting. After several articles were voted on, Moderator Paul Weaver acknowledged the arrival of State Senator Bruce Tarr. Senator Tarr spoke of the states budget and the budget for FY13 will be discussed last week in May. He is expecting to see an increase in state aid which will help with special education and regional transportation within the state’s schools. He also stressed the importance of OPEB funds, which addresses the issue on how to fund pension and benefits for retirees.

The Selectmen Meeting for closing Town Meeting is scheduled for Tuesday, June 5, 2012.

There were 187 registered voters.
The quorum was set at 139 voters. (5% of the 2,780 registered voters.)
CERTIFICATION OF VOTE

Article 16 – ANNUAL ELECTION DATE CHANGE – Citizen Petition

To see if the Town will vote to change the date of the Annual Election of Town Officers to the first Thursday after the opening of the Annual Town Meeting. The Selectmen may upon the recommendation of the Town Clerk change the date of the elections to either of the next two succeeding Thursdays. The polls for the elections of said town officers shall be opened at 7:00 o’clock AM and shall close at 8:00 o’clock PM. This change shall be effective for the Annual Town Meeting starting in calendar year 2012.

This is a Citizen Petition Article and the Finance and Advisory Committee recommendation is not required. The Board of Selectmen recommends favorable action.

MOTION: [MAJORITY VOTE REQUIRED]


Majority Vote Required
Total Voters: 2,780
Quorum: 5% = 139
Voter Cards

The Moderator declared Article 16 passed with a clear majority.

ATTEST: ________________________________
Trudy L. Reid
Town Clerk