



TOWN OF WENHAM  
Wenham Select Board  
Meeting of July 5, 2022  
Town Hall, 138 Main Street

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Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Select Board members, a meeting of the Select Board (SB) was held on Tuesday July 5, 2022 at 6:30 pm via Zoom.

*On February 12, 2022 Governor Baker extended the suspension of certain provisions related to public meetings including members of a public body may continue participating in meetings remotely through July 15, 2022.*

The Select Board serves as the chief executive body of the Town. The Select Board's duties include in part appointing the Town Administrator and other board/committee members, developing goals & policies, preparing the town report, the annual budget, & presenting the warrant for Town Meeting. The Select Board typically meets the first & third Tuesday of each month at 6:30 pm in Town Hall. Select Board meetings are posted on the Town calendar. The Town has a three-member Select Board elected for three-year terms with one seat up for election each year. The Select Board has a representative on the Veterans Committee (Bucco), WISSH(Clay), Wenham Affordable Housing Trust (Cheeseman), and ad hoc committees for the School Building Committee (Clay), and the Master Plan Advisory Committee (Bucco).

Select Board Members: Gary Cheeseman (2023); Dianne K. Bucco (2024); Peter Clay (2025)

**Call to Order** - *With a quorum present, Mr. Cheeseman called the meeting to order at 6:30 pm and identified the meeting was being recorded and those present:* G. Cheeseman, Chair; D. Bucco, Vice Chair; Peter Clay, Clerk

Also present: Steve Poulos, Town Administrator; Catherine Tinsley, Recording Secretary

**Public Input** - *Public input regarding items not on the agenda is welcome for 10 minutes at the beginning of each meeting.* There was none.

**Announcements-** *Additional information is on the Town's website.*

- Water Ban- The mandatory water conservation ban is in effect May 1 to September 30. In accordance with the Water Use Restriction By-law, no sprinklers are allowed between the hours of 9am and 5pm; hand-watering by hose or bucket is allowed. The ban includes private wells.
- Board & Committee remaining vacancies- A full list of boards/committees is on the town's website.
- Wenham Museum Summer Fair is August 13, 2022. There will be food trucks, activities, entertainment, etc,

## Reports

- Town Administrator – Steve Poulos
- Traffic delays on Route 1A in the center of town this afternoon was due to a hydraulic line failure on a trash truck causing approximately 40 gallons of hydraulic fluid to spill onto the road. The HazMat team responded to clean the spill. The Board recognized first responders for their work.
- The Town Administrator & Executive Assistant recently attended a cookout luncheon hosted by the Council on Aging and met/spoke with many residents. The event was well attended.
- Police Officer O'Donnell was commended for his outstanding investigation, observation, and ability to ask pertinent questions that disrupted a potential theft of construction equipment.
- Chair - Mr. Cheeseman offered congratulations to Wenham's newest Eagle Scouts Jonathan Purdy and Jack Open.

## Consent Agenda

- Approve Minutes: Open Session

*Draft Motion:* The Select Board voted unanimously by roll call to approve the Select Board Meeting Open Session Minutes for April 5, 2022; April 6, 2022; April 7, 2022; June 7, 2022 and **approve & release** Executive Session minutes of April 6, 2022, April 7, 2022.

Mr. Cheeseman noted the series of executive session minutes previously held at the April 5, 2022 Select Board meeting for additional redactions will be on the July 19 meeting agenda for release.

## New Business

- Appointments:

- **Wenham Affordable Housing Trust (2 seats/2 year terms):** *The Select Board voted unanimously by roll call to appoint Erica Ciampa and Albert W. Dodge, to the Wenham Affordable Housing Trust for a term beginning July 1, 2022 and ending June 30, 2024.*
- **Veterans Committee (1 seats/3 year term):** *The Select Board voted unanimously by roll call to appoint Peter A. Hersee to the Veterans Committee for a term beginning July 1, 2022 and ending June 30, 2025.*
- **WISSH (1 seats/3 year term) -** *The Select Board voted unanimously by roll call to appoint Tracey B. Hutchinson to the WISSH Committee for a term beginning July 1, 2022 and ending June 30, 2025.*
- **Election Officers:** *The Select Board voted unanimously by roll call to appoint the following as Election Officers for a term beginning July 1, 2022 and ending June 30, 2023: Deborah M. Aminzadeh, Martha H. Brennan, Judith H. Bubriski, Julie M. Clay, Kristin S. Crockett; Juliana F. Dodge, Laurie A. Erhard, John W. (Jay) Erhard, Jr., James P. Goudie, Carline M. Jelsma, Diana E. Lang, Donald F. Luxton, Anne Marchant, Kathleen M. Marshall, Scott Marshall, Cecelia M. Mullings, Deirdre T. Pierotti, Patricia K. Purdy, Stephanie B. Quinn, Susan J. Rocca, Margaret J. Roell, Peter F. Schibli, Janet V. Soolman, J. David Suminsby, Lauren M. Swartz, Thomas Tanous, Paul E. Theriault, Cynthia R. Mears as Election Clerk, and Dorothy A. Goudie as Warden.*

- Discussion and vote regarding Police Officer Assignment for Elections

Trudy Reid, Town Clerk was present and spoke on the request to approve that a significant number of police officers (to be determined by the Police Chief at each election) be assigned at the polling location. Ms. Reid consulted with the Police Chief prior to the meeting and requested the Select Board approval.

*Vote: The Select Board voted unanimously by roll call to approve a sufficient number of police officers at the polling location at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections, as required by Section 72 of the Chapter 92 of the Acts of 2022.*

- Discussion and vote regarding in-person early voting hours

September Primary Election - Saturday, August 27 through Friday September 2.

November General Election - Saturday, October 22 through Friday November 4

Trudy Reid, Town Clerk was present and spoke on the request before the Select Board to approve in person early voting hours as a permanent change, as mandated by the state. Ms. Reid proposed the following early voting hours noting there is no early voting on Sundays; voting hours as based on population. Ms. Reid mentioned election officers may be paid for their time but currently the extra hours required of the Town Clerk are within the current salary.

Early voting check in will be at the Town Clerk's office and booths will be set up in the Select Board room for voting.

*Vote: The Select Board voted unanimously by roll call to approve the hours of early voting for the September State Primary and November General Election as follows:*

Mon/Wednesday/Thursday – in person early voting hours will be from 10AM – 3PM

Tuesday – in person early voting hours will be from 10 AM – 5 PM

Friday – in person early voting hours will be from 10 AM – Noon.

For both Elections, Saturday weekend hours will be set for 9AM – 1PM.

All early voting will be done in the Town Clerk's Office/ Town Hall

- Climate Change Resolution discussion - update from V. Masone

*\*The agenda was taken out of order with permission until Ms. Masone arrived at 7:43 pm as noted in the minutes.*

Vicki Masone, Energy Manager was present and updated the Board on the Climate Change Resolution. The Hamilton Wenham Climate Action Team supported the Climate Change Resolution and brought it forward to the two towns and school district. To date Wenham Select Board approved the resolution in May 2022, Hamilton passed the Resolution at their 2022 town meeting and it is currently with their Select Board, and the Resolution is with the HWRS Council. The Action Team continues to discuss what things they want to work on such as grants, and energy efficient projects in municipal buildings.

Mr. Clay suggested the team consider supporting the purchase of electric vehicles, including pick-up trucks, for the towns. Ms. Masone noted there is money available for the purchase of electric vehicles and offered to help the town research electric vehicles and charging stations.

- Discussion on target dates for review of proposed Select Board policies to be added to calendar

Mr. Cheeseman reviewed there are 20+ polices the Select Board needs to review/act on.

Ms. Bucco confirmed the process was to provide staff with the spread sheet of the polices and start with 3 to 5 policies for review/feedback, prior to the Select Board putting policies on the agenda for deliberation / vote.

Mr. Poulos anticipated providing policy material at the August staff meeting for discussion. Mr. Poulos will draft polices and provide them to Ms. Bucco for review, prior to the Select Board discussing the polices publicly at a meeting.

Mr. Poulos suggested the draft polices, as chosen by the Board at the last meeting, would be ready for the Select Board by the second meeting in September.

Mr. Cheeseman noted there were a couple of polices that were more practical to get started such as the Town Web site, social media, web site policies, and zoom use.

Ms. Bucco suggested a mix of urgent polices and a general policy be addressed at a time.

- Discussion on Boards & Committees Handbook
- Discussion for All (Wenham) Chairs meeting, regarding the Wenham Handbook for Boards/Committees, for potential training

Mr. Cheeseman introduced this agenda item and said in addition to the Town Clerk's newly written handbook, he has observed the need to find a balance between board/committee chairs/ clerks, and town staff time. He noted the staff is working outside of town hall hours to run zoom meetings and performing duties i.e. posting the agenda and providing minutes (for less legalistic boards/committees) and board/committee members may need to start doing some of this work to relieve the pressure on staff. Mr. Cheeseman went on to suggest board/committee chairs need to be more engaged in meeting preparation as well as the budget process and projects. He suggested additional training be offered i.e. Open Meeting Law, and Zoom training. Mr. Cheeseman proposed the Select Board discuss the budget implications to adding staff and updating staff responsibilities as part of the balance. He also suggested board/committee chairs keep the Town Administrator up to date on events /projects initiated by boards/committees.

Mr. Clay agreed the town needs to uncomplicate things and suggested eliminating meetings.

Ms. Bucco said it will be hard to eliminate meetings because municipalities need to meet in open session and opined board/committee members be encouraged to step-up and get more involved but suggested an initial discussion with just the board/committee chairs before putting this on a meeting agenda. She voiced her concern that adding to volunteers' responsibilities may be additional work and residents won't want to volunteer to serve.

Trudy Reid, Town Clerk, was recognized by the Chair and spoke on her surprise the Handbook was on the agenda again as there were very few edits from the Board several weeks ago, but understood if the Handbook was going to be a starting point for this discussion. She went on to say meeting notices and minutes are being posted on time but there have recently been a number of amended agendas, sometimes right up to the last minute, and suggested boards/committees need to be sure what they are going to put forth on their agenda so there are not so many amendments being made. She reiterated the Handbook was meant to be an outline for what the positions on each board/committee were responsible for and the state mandates. Mr. Cheeseman further explained the goal of the proposed training and board/committee involvement was to be less reliant on staff i.e. for chairs to open Zoom meetings.

- \* Climate change resolution discussion-update from Vicky Masone ( 7:43 pm)
- Year End Transfer and Potential Approval – Presentation from Finance Director Yeimi Colon
  - Memo from Y. Colon, re Year-End Appropriations Transfers pursuant to MGL Ch. 44 § 33B, June 29, 2022.

*The Year End Appropriation Transfer Requests totaled: \$76,925*

Yeimi Colon, Finance Director was present and gave an overview of the transfers as approved by the Finance Committee on June 29, 2022. Ms. Colon referenced a prepared chart of the year-end appropriations including with the account numbers & names, amount to be transferred to and from accounts. These transfers are not an increase in expenses but a transfer of funds within departments. Ms. Colon noted the Finance Department is closing out FY22.

*Vote: The Select Board voted unanimously by roll call to approve the (FY22) Year End Transfers as approved by the Finance Committee on June 29, 2022 and as presented to the Select Board at this meeting.*

- Vote to approve the Hamilton/Wenham Shared Assessors Agreement
  - Agreement between Wenham & Hamilton for Shared Director of Assessing, as signed by Hamilton Select Board

Mr. Poulos noted even though the draft agreement and job description was previously signed by the Select Board it was required to be reviewed by the Bureau of Municipal Law. The Bureau made minimal edits to the documents and it was signed by the Commissioner of Revenue. Therefore, the Board must revoke the amended Shared Assessors Agreement.

At the request of the Board of Assessors, a side letter as a Memorandum of Understanding was attached regarding the Board of Assessors input on the chief assessor's performance review.

Mr. Cheeseman reviewed that each town would have has their own assessor and clerk and to the public there will appear to be little change.

*Vote: The Select Board voted unanimously by roll call to approve the Hamilton/Wenham Shared Assessors Agreement as of July 5, 2022 and as approved by the Town of Hamilton, and it be submitted to the state for final approval.*

- Update on water supply & potential approval of Select Board letters in support of Bill S.530

- Talking Points for Water Management Act proposed regulations

Mr. Clay spoke on Bill S.530 and after he met with Erik Mansfield, Water Superintendent and spoke with Water Commissioner Ashley regarding Bill S.530 and stated that supporting this Bill is not in the best interest of Wenham as it would control the levels of water use for each town; this may force Wenham to use less water.

Mr. Mansfield also spoke briefly saying Senator Tarr is working on a task force to look at a long term solution for depletion of ground water use. Mr. Ashley identified himself as a hydrologist by training, and said Bill S.530 was more of a regional water issue and pointed out that Wenham does well conserving water. He added they will continue to participate in Senator Tarr's Commission at this time.

Mr. Clay stated he reached out to Senator Tarr's office to serve on the sustainability task force.

*The Select Board took no action.*

- Discussion and vote to approve \$250,000 for Maple Woods 40B project

- Memo from M. Hoffman, Planning Coordinator, July 5, 2022

Harborlight Community Partners has a comprehensive permit and state funding to build Maple Woods, a 45 unit age restricted affordable housing project to be located at 62 Maple Street.

Mr. Cheeseman attended the June 30, 2022 Affordable Housing Trust meeting. Andrew DeFranza, Executive Director of Harborlight Community Partners was present to request additional funding of \$250,000 to help close the \$3 million dollar gap in funding for Maple Woods. It was noted due to the recession, similar projects in the state also need to finance large gaps in funding. The Trustees supported and voted unanimously to recommend the Select Board approve the additional funding and amend the November 19, 2019 loan agreement. The Declaration of Trust requires "the Select Board approval upon recommendation of the Trustees."

*Vote: The Select Board voted unanimously by roll call to approve the change in the amount of loan agreement dated November 12, 2019 between the Town of Wenham, acting by and through the Wenham Affordable Housing Trust Fund and Harborlight Community Partners, Inc. from \$250,000 to \$500,000 as recommended by the Affordable Housing Trust in their meeting dated June 30th, 2022.*

- **Upcoming Meeting dates/events:**

**July 19** – Select Board Meeting

- ARPA funding requests discussion
- Longfellow Road update from Finance Department
- Open the Warrant for the October 1 Special Town Meeting
- Approve the ballot wording for the School Feasibility Study
- Executive Session minutes approval /release

August 9 – Select Board Meeting

August 23 - Select Board Meeting

- Close the STM Warrant

September 7 (Wednesday)

September 20

September 26 – STM Warrant Hearing (Finance Committee w/ Select Board invited)

October 1 -Special Town Meeting

- Adjourn – *The Select Board voted unanimously by roll call to adjourn at 7:52 pm.*

*Respectfully Submitted By*

*Catherine Tinsley*

*7.8.22*