With a quorum present, Ms. Martins called the Board of Selectmen meeting to order at 7 pm
Selectmen Present: Molly Martins, Chair; John Clemenzzi, Vice Chair; Patrick Wilson, Secretary
Also Present: Mark Andrews, Interim Town Administrator; Catherine Tinsley, Minutes Clerk

Public information
Agenda
2012 Town Warrant

Abbreviations used
BOS Board of Selectmen
SC School Committee
ATM Annual Town Meeting
VDPW Virtual Department of Public Works

WELCOME AND OVERVIEW OF AGENDA
Ms. Martins welcomed the new Interim Town Administrator Mark Andrews.

PRESENTATIONS BY GUESTS OR STAFF
STATEMENTS OR QUESTIONS BY PUBLIC
ANNOUNCEMENTS

Town Meeting Timeline
Mr. Wilson reviewed the timeline for the May 5, 2012 Annual Town Meeting. He reported the Warrant was posted on April 13, 2012 and both the Warrant and Town Report disks would be delivered by Boy Scout Troop 28 to each residence during the week of April 16th. The Warrant Hearing is Monday, April 30, 2012 at the Bessie Buker School. Residents were encouraged to attend the Hearing and / or meetings to learn about the Articles prior to Town Meeting. The ballot elections are May 24, 2012.
Mr. Wilson announced a Public Forum on April 26, 2012. This will include the BOS, and FinComs from Hamilton and Wenham, and the School Committee. This is another great opportunity for the public to ask questions to better understand the Warrant.

Little Wenham - Letter
Ms. Martins acknowledged and read a letter from Camilla Macadam, Little Wenham, England, thanking the town for their letter of condolences brought by Harriet Davis to the memorial service held in March for her mother, Elizabeth Trevor Binny. She also thanked Wenham for having memorial bricks honoring her parents. Ms. Martins recognized Ms. Davis for attending the service in England and representing Wenham.

Curbside Organic-Update
Mr. Andrews updated the Board regarding the organic program recently implemented town-wide saying Hiltz reported that the first week 2.4 tons of organic matter was collected and 2.95 tons the second week. Residents were recognized for their efforts and the savings that will be recognized by reducing the tonnage sent to Wheelabrator.
Mr. Clemenzzi reminded residents that compost from the organic pick-up is available at Brick Ends Farm in Hamilton.

War Memorial Committee (WMC)
Present: War Memorial Committee members Peter Hersee and Bruce Blanchard
Mr. Hersee briefly reviewed that last year the BOS charged the Town Hall & Police Station Building Committee as overseers of the Town Hall campus and to coordinate with the WMC going forward with the War Memorial. It is planned for the War Memorial to be in a park setting located on the Car Barn lot. He reported that Landscape Architect Kim Ahearn was hired to work with the Committee. An Engineering firm was also hired to determine the bearing capability of the cisterns (buried in the car barn lot) and the best way to fill in the cisterns.

Mr. Hersee said the WMC is currently compiling the list of names that will be on the monument.
Mr. Blanchard stated the WMC voted early in the process that the names on the monument would include those that served from Wenham and during conflict, as outlined through Congress.

WBOS 4.17.12
Regarding the “Gulf War, Desert Storm, etc”, Mr. Blanchard told the BOS that Congress has not officially recognized this War with a start/stop period and until such time is declared, the names of those who served during this time will not be on the monument. He went on to say there is, however, space on the monument for additional names to be added. The current list includes 78 Veterans from World War I, 234 Veterans from World War II, 47 Veterans from the Korea War, and 78 Veterans from the Vietnam War.

The WMC is asking the public for suggestions of names of residents that may have been omitted. People were asked to contact the Town Clerk’s office with those names.

OLD BUSINESS
FY13 Budget Position

Present: Catherine Harrison, FinCom, Chair; Paula Bartlett, Interim Finance Director; Paul Weaver, Town Counsel/ Moderator

Ms. Martins noted that the BOS took positions on some Warrant Articles at their April 3, 2012 meeting and stated they would take positions on the remaining Articles.

Mr. Andrews reviewed the 2012 Town Meeting Warrant Articles, giving a brief summary of each.

Article 1 Election of Town Officers
The election of Town officers is May 5, 2012 between 8 am and 12 pm at the Bessie Buker School.

Article 2 Unpaid Obligation from Prior FY
This is a dept payment of $62,127 to the School District from FY11. This requires a 4/5th vote to pay this amount in arrears. The amount owed was determined and verified by Powers and Sullivan auditors.

Mr. Wilson moved that the BOS recommended favorable action. Mr. Clemenzi seconded and the motion carried unanimously.

Article 3 Unpaid Obligation from Prior FYs
This is a debt payment of $28,000 to the Town of Hamilton from FY08 to FY11. This reconciliation was verified by outside consultants. Ms. Bartlett provided the details of this information, and fielded questions from the BOS. Ms. Bartlett stated she was confident this would not happen again, and was an isolated case.

The BOS still had questions and will RATM (Recommend at Town Meeting).

Article 4 HWRSD Excess and Deficiency Fund Use Authorization (Place Holder)
This would authorize the HWRSD to use Excess and Deficiency (E & D) Funds to balance the FY13 budget.

Mr. Weaver explained that Article 4 is a non-binding vote and is on the Warrant to express the view of the town. He went on to say that the SC would have already decided the use of the (certified FY11) E & D Funds to balance the FY13 budget.

Ms. Martins reviewed this Article brings awareness to the school budget, how it is being funded, how E & D funds are used, and if the town agrees with how the school has budgeted.

Ms. Martins suggested this Article has changed from the original intent and is now more confusing than helpful.

The BOS agreed that Mr. Weaver would clearly state that this is “place holder” article, pending negotiations, and the budget will be voted in the Budget Appropriation Article 9.

The BOS took no action on Article 4.

Article 5 Confirm Authorization to Bond -- Cutler HVAC Project
This Article was placed on the Warrant as requested from the SC to allow voters to express a preference in favor of, or oppose bonding the Cutler School HVAC.

The STM of November 12, 2009 was called to authorize the bonding for the HVAC project. Residents voted to authorize the bonding, but the SC paid cash. This is not on Hamilton’s Warrant.

Mr. Weaver stressed the importance for the public to understand the financial impact of bonding, the cash payment, if the bonding had been done last year and the assessment to the tax rate.

Mr. Clemenzi supported that the public be given a clear and simple explanation at Town Meeting.

The BOS will RATM

Article 6 Water Department (FY12) Pleasant Street Pump Station
This is to authorize a transfer within this current FY for an amount not to exceed $50,000 from the Water Departments’ Reserve Account to the Water Departments’ Operating Account.
Mr. Andrews reported that this amount has been increased by $12,000 and $62,100 is being requested for transfer for the installation of permanent disinfection equipment and related modifications to the Pleasant Street (well) Pump Station. This action would chlorinate the water. Although not a DEP mandate, it is strongly recommended by the Department of Environmental Protection. Because this cost was not considered within the FY12 budget, it must be accessed through TM vote to be used in FY12.

The BOS asked that the Water Commissioners speak to this Article at their next meeting and explain the process of chlorinating the water, specifically temporary vs. permanent disinfection.

The BOS will RATM.

Article 7  OPEB (Other Post Employment Benefits)

This rescinds the (Article 11 of the 2010 ATM) Stabilization Fund and creates a Trust Fund as recommended by Powers & Sullivan, and places $5,000 in the Trust.

The BOS voted to recommend favorable action.

Mr. Weaver suggested that powers and Sullivan provide a written explanation for the recommendation.

Article 8  Stabilization Fund

This is to authorize $25,000 to be deposited in the Town’s Stabilization Fund; the current balance is $482,000.

The Finance & Advisory Committee did not support favorable action and this article will be passed over.

Mr. Weaver suggested the CIP is explained at this point of Town Meeting as a prelude into Article 9.

Mr. Wilson offered that Powers and Sullivan recommends keeping this fund at 5% of the town’s overall budget, 60% of which is for the schools. Since the School District has an E&D fund, there is a legitimate question as to whether the town needed to carry an additional reserve over and above the amount already covered by the School’s E&D. If the school budget is not factored in, the $482,000 is already in excess of 5% of the town’s annual budget.

Article 9  Budget Appropriation

Article 9 is to determine the sum of money necessary to defray the town expenses of FY13 beginning July 1, 2012.

Mr. Andrews referenced the “General Overview” of the budget in the BOS packets, including what was level funded and what was level serviced. Collaboratively the BOS and FinCom worked together on the budget and felt overall the process went well.

Ms. Harrison highlighted the changes and votes the FinCom made on the FY13 budget, saying the approved spending in the budget is $28,000 below the levy limit resulting in a tax rate of $17.88— one cent below last year’s tax rate. She stated that more free cash was used for one-time expenses.

Ms. Harrison observed that there was no increase in revenue and strongly advised the Town find ways to increase revenue. She reviewed that salary and wages increased due to the staffing recovery of a Police Officer, Library Generalist, DPW Laborer, and increased permitting office hours to full time. The FinCom recommended a 2% increase for all non–union personnel, as well as the contractual increases to union employees.

The school budget is a level assessment to both towns and will be discussed later in the meeting.

Ms. Harrison reported that $211,582 is in the FY13 budget for capital and highlighted the expenditures of the major departments.

Fire- The Fire Chief's position was not increased to full time. Call Firefighter wages were increased $7,500, and eleven sets of protective gear were funded - $22,000.

Police – The budget includes the funding of the (recovery) patrolman for $50,000 plus benefits. The FinCom is recommending a reduction of the Reserve Patrolman budget of $15,000, to be used to offset this position.

The FinCom and BOS supported the replacement of four cruisers through a three-year lease–to–own program. The cost for leasing is low, and puts reliable vehicles back in the fleet, and puts the town back into a one-one-two (cruiser) replacement cycle. Mr. Clemenza noted this is a lease-to-own program and the town will own the vehicles after three years. The difference in the cost of leasing vs. buying is $1,300 per vehicle.

Police Chief Ken Walsh was present and informed the BOS that the Police Department’s F150 truck was rear-ended this weekend and it is possible the frame is bent. He will update the BOS as information becomes available. It is unclear how this will affect the fleet.

Eleven portable radios will be purchased to be narrow band compliant along with two mobile radios.

DPW- A labor position is funded in the FY13 budget; this was supplemented with $35,000 from the loose leaf pick-up budget. This position negates the need for the two summer labor positions used to assist the department, including with loose leaf pickup. The request for a 48’ mower was supported. The Paving Master Plan will be funded with $50,000 to start the first year.

Joint Library – A full time Library Generalist position was included in the budget. The cost is offset by the reduction of part time help.

Mr. Andrews noted that the 2% salary increase is a total cost of $30,366.
Ms Harrison stated there are no requests for capital or operational overrides in this budget.

Ms. Martins identified there is an assumption in the Town's budget that the assessment from the schools is the same as last year. The SC approved the School Budget of $29,042,717. Ms. Martins reported that Hamilton and Wenham are working towards a consensus regarding the school budget, and the use of the E & D funds.

Ms. Martins noted that it appears that there will be an increase in Chapter 70 funding from the state of $72,000 and the SC was asked that this increase be reflected in the budget.

Ms. Martins further explained that it was recommended the school's capital projects and the funding for the projects remain in the E & D fund and any balances over that be returned to the town for reduction in the assessment.

The SD will go through the process of accessing and spending the E & D funds. A Town Meeting can be called if there is objection to the spending of the E & D Funds. A Memorandum of Understanding (MOU) is being drafted that maintenance be under the VDPW with the exception of the school's custodial services.

The BOS discussed and noted their concern that one million dollars is being used to balance the school's operating budget. Ms. Martins noted that this is a structural deficit and will be carried into the next year.

The SC projects the FY14 budget to start 1.8 million dollars back.

The Towns supported that the SC purchase and implement scheduling software ($80,000), put forth the final MOU for the VDPW, and provide an IT plan.

It was noted that the school budget is part of Article 9 and a hold will have to come from Town Meeting floor to further discuss the school budget.

Regarding the scheduling software, Mr. Wilson noted the software is expected to increase efficiency and improve scheduling, but that it may require re-negotiations of the teacher's contracts.

The School Budget will come before the FinCom for consideration at their next meeting.

The HW boards will be meeting in the next seven days.

Article 10 – CPA Appropriations
This is a traditional article supported by the BOS. The Board requested a presentation from the CPC, May 1, 2012.

The CPA is recommending the following to ATM:

- $173,090 Town Hall debt service
- $10,000 Town Clerk request for record restoration
- $10,500 Wenham Museum
- $42,162 Affordable Housing Trust (annual transfer)
- $5,500 CPA Administration costs

Mr. Wilson asked for more information about the Wenham Museum and that someone from CPA attend the May 1, 2012 BOS meeting.

Articles 11 through 15 are being considered as a consent calendar.

Article 11 Chapter 90
To receive road funding from the State
The BOS voted to recommend favorable action.

Article 12 Cemetery and Other Trust Funds
To accept Trust Funds received in FY12
The BOS voted to recommend favorable action.

Article 13 Leveling the Tax Rate
Traditionally this article is supported by the BOS
The BOS will RATM.

Article 14 Authorize Grounds Maintenance Revolving Fund
To authorize a revolving account to be used by the highway department for H-W Grounds Maintenance.
The BOS voted to recommend favorable action.

Article 15 Cemetery Maintenance & Improvement Account Transfer
Authorize $6500 be transferred from Receipts Reserve Fund for improvements to the cemetery.
The BOS voted to recommend favorable action.

Article 16 Citizen’s Petition: Annual Election Date Change
To authorize the annual elections to be moved from the first Saturday to the first Thursday after TM.
The BOS voted to recommend favorable action.

Article 17 Independent Living Overlay District (ILOD)
Amendment to current zoning, to add a new section entitled Independent Living Overlay District by 2/3 vote.
The BOS voted to recommend favorable action.
The Planning Board had a public hearing regarding this matter and will be asked to present at the warrant hearing.
Mr. Weaver asked if the PB / BOS want Mullen to present at town meeting.
The BOS will come up with a plan for Town Meeting. Mr. Wilson will take the lead and talk to the PB, and Mullen.
Impact on the services/ residents and the financial benefits to the town were noted as important information for town meeting.

Article 18 Amend Zoning Map to Include Property into ILOG
To place 36 Essex Street, Assessor’s map 40 Lot 3 into the ILOG.
The BOS voted to recommend favorable action.

Article 19 Floodplain Overlay
To amend Wenham Zoning By Law by making changes of the Flood Plain Overlay District as required by FEMA to cont eligibility for funding. Copy is available through the Town Clerk’s office. This is mandated for continued eligibility in the national Flood Insurance Program.
The BOS voted to recommend favorable action.

Mr. Weaver asked for a summary.

NEW BUSINESS
Sandwich Board Request – HW Open Land Trust
The HW Open Land Trust is requesting to place a sandwich board sign, on the corner of Porter Street near Pingree Park, promoting the community gardens.
Ken Whittaker spoke about the gardens, saying the area is located adjacent to Pingree Park; applications for a garden are being accepted April 20 to May 7, 2012.
Mr. Clemenza moved to approve the sign as requested. Mr. Wilson seconded and the motion carried unanimously.

Holocaust Remembrance Day – Proclamation
Mr. Clemenza moved to endorse the Proclamation to declare Holocaust Awareness week in Wenham from April 15 – 21, 2012.
Mr. Wilson seconded and the motion carried unanimously.

REPORTS
Selectmen
Mr. Clemenza read a statement, thanking residents for their support over the past six years, and announced he was suspending his campaign for Selectman, and withdrawing from the race due to personal and business reasons. He reviewed the accomplishments during this tenure on the Board. He promised to stay actively involved in the town.

MINUTES March 27, 2012 & April 3, 2012
Mr. Wilson moved to approve the BOS meeting minutes of March 27, 2012 as written. Mr. Clemenza seconded and the motion carried unanimously.
Mr. Wilson requested the BOS hold the April 3, 2012 minutes for review. No action was taken.
Mr. Wilson moved the BOS adjourn at 10:02 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley
WBOS 4.17.12