

TOWN OF WENHAM

Wenham Board of Selectmen
Meeting of January 5, 2016
138 Main Street, Town

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 5, 2016 at 6:30 PM in the Selectmen Chambers.

WELCOME: CALL TO ORDER

With a quorum present, Ms. Harrison called the Board of Selectmen (BOS) meeting to order 6:31 PM.
Selectmen present Catherine Harrison, Chair; Jack Wilhelm, Vice Chair; John Clemenzi, Clerk
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

The meeting was recorded with permission by HWCAM

Agenda

Selectmen Goals

Wage Classification Schedule

EXECUTIVE SESSION (1) – Lakeview

Vote: Ms. Harrison moved, and it was seconded, to enter into executive session (6). To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body as related to the Lakeview Property and to include Special Counsel Tom Harrington and Planning Coordinator, Emilie Cademartori.

PUBLIC INPUT ON ITEMS – Not on the agenda

There were none.

ANNOUNCEMENTS

- Appointment Openings are listed on the Town's web site
 - Fence Viewer
 - Affordable Housing Trust
 - Iron Rail Commission
 - Conservation Commission
- Town Plowing of Private Ways - Residents of Wenham that live on streets/roads that have not been accepted as town streets/roads are considered to be on a private way. The Town Administrator sent these residents a letter clarifying the Town's position to continue to make every attempt to clear the road of snow this winter, as has been done in the past; as a private way the Town is not responsible to maintain the road and plowing is at the discretion of the DPW.

REPORTS

Town Administrator

- Personnel: Several positions in Town Hall are in the process of being filled; the postings have expired and interviews are being scheduled for the following:
 - Executive Assistant to the Town Administrator
 - Finance Assistant
 - Assessor
 - Assistant Health Agent
- The contract with the Library Director, Jan Dempsey, was executed by the Library Trustees based on the terms approved by the BOS at the December 1, 2015 meeting.
- Professional Development: the Town Administrator is attending the MMA annual conference. A couple of Department Heads are attending and the Selectmen were encouraged to attend as well.

- Cross Keys Settlement clarification: Of the total \$25,000 awarded to Cross Keys in the settlement, the Town will pay \$7,500; MIIA will pay the balance of \$17,500.
- Mr. Clemenzi acknowledged a letter from Scout Troop 28 to the DPW thanking them for removing the debris the Boy Scouts collected around the Scout Barn on the Iron Rail property.

NEW BUSINESS

Open Town Meeting Warrant - Vote

Vote: Ms. Harrison moved, and it was seconded, the BOS set the Annual Town Meeting for Saturday April 2, 2016 at 1 pm to be held in the (Perkins Auditorium) at the Bessie Baker School. The motion carried unanimously.

Vote: Ms. Harrison moved, and it was seconded, the BOS open the April 2, 2016 Annual Town Meeting Warrant. The motion carried unanimously.

The Annual Town Elections are Thursday April 7, 2016 at Town Hall.

Schools Athletic Complex Upgrade Proposal: Working Group Presentation

Sean Timmons, HW Joint Recreation Director was present to speak to the proposal for an Athletic Complex upgrade at the High School.

The Athletic Master Plan for the High School stems from the Recreation Master Plan done in 2012 by Gale Associates.

A Working Group was formed to further study and implement a Master Plan specific to the High School fields.

Mr. Timmons reviewed the recommendation from the Gale Report was to improve the playing fields on the (High) school campus, noting at present, fields throughout the two towns are being utilized and over used. The report also recommended artificial turf field(s).

The Working Group has not prepared a final plan, timeline, or funding source(s) and would be seeking guidance from the Towns/School. Mr. Timmons noted corporate sponsorship, fundraising, public funding, and donations are all being considered.

Ms. Harrison noted the Town of Wenham is lacking input from the public regarding the proposed plan, and needs to raise the awareness, especially considering the cost.

Mr. Timmons said the Working Group would come up with a timeline for this project.

He summarized youth sports are being played on every available field in the two towns and there is a shortage not only in playing fields in general, but in specific sport fields. He added that a consolidated complex at the high school eliminates students needing to be transported to other locations.

The selectmen asked Mr. Lombardi to get feedback from residents, if they are aware of the cost of this project, and if it is supported.

Boulder Lane Update: RFT for Appraisal Services

Mr. Wilhelm reviewed that the Town commissioned a report from Mass Development last spring for the best use of the Boulder Lane property off Grapevine Road. The best use for the Wenham property was determined to be a mixed use. Because there are multiple landowners that make up the Wenham portion, a Land Pooling Agreement was recommended for the Wenham parcels. An appraisal needs to be done to determine the percentage value for each landowner.

The lowest appraisal bid was from Shannon Company for \$5,500, with an appraisal report to be completed within 45 days.

The Finance Committee approved a Reserve Fund Transfer for the appraisal on December 30, 2015.

It is the goal to have all information / documents in time for a vote at town meeting to possibly develop this property.

Vote: Mr. Wilhelm moved, and it was seconded, that the BOS engage the services of Shannon Company to perform an appraisal analysis for Boulder Lane as outlined in the attached scope of work. The motion carried unanimously.

OLD BUSINESS

Renewal of Used Car Dealers License

1. Freeman Garage 34 – 36 Arbor Street - continued

Edward Freeman, Jr. was present.

The BOS did not act on renewal application for a Used Car Dealers License for Freeman's Garage at their last meeting to allow for Mr. Freeman to provide updated documents.

Mr. Lombardi confirmed Mr. Freeman has provided all required information.

Motion: Mr. Clemenzi moved, and it was seconded, to approve a Used Car Dealer License for the Freeman Garage located at 34-36 Arbor Street to expire on December 31, 2016.

Under discussion, Mr. Wilhelm confirmed the license states the hours of business and that the business day closes by 6 pm.

Vote: The motion carried unanimously.

Lakeview - update

Ms. Harrison reviewed that a Public Hearing has been set for Tuesday, January 19, 2016 at 7 pm in the Buker School to understand what the residents want done with the Lakeview property.

The Town received Notice of Intent to Convert the Lakeview Gold Course from recreational use to residential use. Because the Lakeview property has been under Chapter 61, the Town now has the right of first refusal to purchase the 30- acre property.

Ms. Harrison went on to explain that the Selectmen are working on a Host Community Agreement with the property owner. Should the land be developed, a Host Community Agreement would outline the details of any development.

Mr. Clemenzi commented that this is the gateway to Wenham and is an important decision for the Town. He observed that Wenham has over 1500 acres of Chapter 60 land. He reiterated the importance to have a strategy going forward for these properties as part of an open space plan.

The Chair recognized Pat Waddell, Grapevine Road.

Mr. Waddell said there is state matching grant available, noting a “yellow book appraisal” needs to be done to apply for a grant. It was not known what a yellow book appraisal was but it takes 45 days to go through the process.

Status Update and Prioritization of FY 16 Goals

Peter Lombardi referenced a timeline of the goals established by the Board and Town Administrator in August for FY17.

Goals that have been completed are marked with the date of completion. The Board was asked to confirm their prioritization of the remaining goals.

Mr. Lombardi reviewed the goals lower on priority list:

- Create a comprehensive Budget Document to Government Finance Officer Association standards
- Personnel Policy & Procedure –The consultant firm MRI is doing similar work in local communities through a MIIA funded grant; the date has passed for this year to participate in the grant. This will be ready to submit in the new fiscal year for grant funding.
- The Town bulletin board - The town bulletin board is required for posting town meeting warrants. The Governor is proposing to change the current posting procedure to just meet open meeting law. The BOS requested the board be removed immediately and a temporary bulletin board be put in its place to meet required posting, until a new one is designed, approved, and installed. Essex Tech has agreed to build the new bulletin board. The design will go before the Historic District Commission. Mr. Lombardi will consult with the Department of Public Works Director to remove the current board.
- Sign Policy for town property – The DPW is authorized to remove signs placed on town property. The Board will consider an Ad Hoc Committee to make a recommendation regarding a sign policy.
- Cell Towers on public property
- Wenham’s roll in the downtown HW Village concept

The BOS agreed with the prioritization of these items as presented.

There was a side discussion to schedule the Town Administrator’s review, which is based in part on completing the goals. Mr. Lombardi agreed to have his review in the beginning of February if necessary.

Action on Wage and Classification Study

Mr. Lombardi presented a revised recommendation to the Board for consideration, with two wage scale options. He asked for clarification on the concept of grades. The Selectmen agreed that grades be used as a guideline with the related wages spanning a 25% range from minimum to maximum to allow for discretion according to what the employee brings to the position, and that no employee would be paid over the maximum without first getting approval from the Board. This would apply to new and existing employees.

Vote: Ms. Harrison moved, and it was seconded, the BOS adopt the compensation classification schedule Option 2 to be used as a guideline for new employees effective immediately, and existing employees as of July 1, 2016. The motion carried unanimously.

MINUTES – none

WBOS 1.1.16

EXECUTIVE SESSION (2) – 76 Topsfield Road Settlement

Vote: At 8:37 pm, Ms. Harrison moved, and it was seconded, to enter into executive session (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares regarding Litigation Strategy related to 76 Topsfield Road, pertaining to claims and appeals of Lawrence Miller and not to return to open session but adjourn directly from executive session.

Executive session adjourned at 8:41 pm

Respectfully submitted by

Catherine Tinsley

3.1.16