

TOWN OF WENHAM

Board of Selectmen
Meeting of December 1, 2015
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, December 1, 2015 at 6:30 pm in the Selectmen Chambers.

WELCOME: CALL TO ORDER

With a quorum present Ms. Harrison called the Board of Selectmen meeting to order at 6:30 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

Recorded with permission by HWCAM
Agenda

EXECUTIVE SESSION (2)

1. Lakeview Property - Real Estate
2. Contract Negotiations - Jan Dempsey, Library Director

VOTE: Ms. Harrison moved the BOS enter into Executive Session according to MGL Chapter 30A Sec 21 for the purpose of Exemption (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 regarding the Lakeview property and to include Special Counsel Tom Harrington, and Planning Coordinator Emilie Cademartori
AND

(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, specifically Jan Dempsey, Library Director and to include Ms. Dempsey, and to return to open session to take any action and continue with the agenda.

The motion carried unanimously by roll call vote.

The BOS returned to open session at 7:38 pm.

As a result of contract negotiations in Executive Session, the BOS took the following vote in open session:

Vote: Ms. Harrison moved, and it was seconded, that the BOS approve Section 4 Compensation of Jan Dempsey's three-year contract as outline in the enclosed document at the annual rate of \$77,149 for Fiscal Year 2016 and that it is in accordance with the library wage and classification table. The motion carried unanimously.

PUBLIC INPUT

ANNOUNCEMENTS

- Appointment openings: Affordable Housing Trust; Iron Rail Commission; HW Joint Recreation- this is a Wenham opening to fill the remainder of this term through June 30, 2015
- Fall leaf pick up continues and is updated daily on the Town's web site.
- Winter Parking Ban is now in effect. No on-street parking for more than one hour from 12 am through 6 am; Residents were asked to keep streets clear for snow removal during the day.
- Wreaths Across America ceremony is December 7, 2015 at 4 pm to be held at the Topsfield Fairgrounds. Wenham will be presented a wreath to be placed on the War Memorial. This is open to the public.

REPORTS

Town Administrator - Update

- There are three open / posted positions in town hall – Finance Department Assistant; Executive Assistant to the Town Administrator’s office; Assessor
- There is a meeting this coming Thursday, in Milton MA, with the Federal Aviation Administration regarding flight pattern changes and the impact on surrounding communities. Jill Romano is the appointed representative for Wenham and will attend with the Town Administrator.
- The Department of Revenue certified the Town’s Free Cash for FY15 at \$1.1 million; this is a historic high for the Town due to aggressive tax title work, departments managing their budgets, and conservative projections on local revenue. Historically Free Cash is used to reduce the tax rate, while leaving a minimum balance of \$250,000 in Free Cash per the Town’s Financial Policies.
- Bids for the Veteran’s Pool were opened on November 19, 2015. The lowest bidder was GTC Construction Management at \$1.8 million including all filed sub bids. The reference checks are being finalized. Mr. Wilhelm said he read in the paper that the \$1.8 million did not include the sub bids and asked Mr. Lombardi to confirm this information. Wenham has requested the formal bid submissions.

Chairman

Ms. Harrison announced:

- The Selectmen are meeting with Department Heads this coming Saturday from 9 am to 1 pm to talk about preliminary budgets.
- The Town’s sign policy does not allow signs on town owned /public property including the Car Barn Lot (Veteran’s Memorial Park). The BOS stated that signs on public property would be removed and brought to Town Hall where they can be retrieved. The Selectmen continue to work on an alternate location for public information to be posted.

NEW BUSINESS

Renewal of Annual Liquor Licenses:

1. Albert Abdelmalak – Richdale (Package Store)
2. Wenham Tea House – John Keohane (All Pour)

Police Chief Perkins and Captain Toby, Liquor Agent, were present.

Richdale - Albert Abdelmalak was present to speak to his application.

It was confirmed that all concerns from last year have been addressed and all requirements were in order. The Liquor Agent has asked that the wine be covered prior to the selling hour.

Chief confirmed his recommendation that the license be renewed.

VOTE: Mr. Clemenzi moved, and it was seconded, having met all requirements and paid all fees, the BOS approve the renewal of the liquor license held by Albert Abdelmalak DBA Richdale located at 138 Topsfield Road, through Dec 31, 2016. The motion carried unanimously.

Wenham Tea House – John Keohane with his Attorney Thomas Fallon

Ms. Harrison prefaced the discussion saying although the application is to renew the liquor license for the Wenham Tea House, a transfer of the license from John Keohane to Fresh Foods is anticipated next year.

Chief Perkins reported there were no issues and recommended favorable action on the liquor license renewal.

VOTE: Mr. Clemenzi moved, and it was seconded, having met all requirements and paid all fees the BOS approve the renewal of the Liquor License and Common Victualer License held by John Keohane DBA Wenham Tea House located at 4 Monument Street, through December 31, 2016. The motion carried unanimously.

Wage & Classification Study: Discussion on Implementation

Ms. Harrison reviewed that at their last meeting the Selectmen heard the presentation by the UMass Collins Center on the Wage & Classification Study and are prepared to hear a recommendation from Mr. Lombardi on the best way to implement the information.

Mr. Lombardi reviewed that one of the Selectmen’s goals was to have market driven wages for non-union employees. The data gathered in the survey indicated that several positions were below the “median minimum” and the Council on Aging Director and the Planning Coordinator were significantly below the market rate. Mr. Lombardi suggested a pay increase for these two positions be spread over two years starting in Fiscal Year 17 for a total pay increase for the COA Director from an annual salary of \$39,000 to \$51,000 and the Planning Coordinator’s salary increased from \$45,000 to \$59,000.

Mr. Clemenzi thought this to be a lot of money, adding that the COA Director's position was once shared with Hamilton and questioned what the work level was at this time. He also noted the Planning Coordinator's position evolved over the years and requested to see clear complete job descriptions to confirm that these positions are needed at this level, citing the tax base is very taxed.

Mr. Lombardi reiterated the Collins Center process was thorough and fair, based on job descriptions and responsibilities and agreed that some positions vary in responsibility to other communities in part due to Wenham being a small community.

Ms. Harrison added that this is a first step to bring everyone to a median minimum and there is a range of salaries for every grade with the goal to bring all employees into that range.

Mr. Lombardi noted that BOS would be deciding the Fiscal Year 17 budget in the upcoming weeks to include the first adjustment(s). He also recommended the salary ranges in the Collins Study be used when hiring new employees.

Mr. Lombardi will provide the BOS with job descriptions for the Planning Coordinator and COA Director.

Discussion on Town Administrator's Performance Evaluation Document

Mr. Wilhelm stated he has not had the chance to review the evaluation document and was not prepared to recommend action; he requested this be deferred to the next meeting.

Mr. Lombardi's performance evaluation is to be held by the end of January per his contract and is tied to goals set in August, and include general management/ leadership.

The BOS unanimously tabled this discussion to their December 15, 2015 meeting.

OLD BUSINESS

Lakeview - Update

Ms. Harrison reported the Town asked the owners of the Lakeview property for a 20 day extension through January 1, 2016 to allow the Town time to respond to the notice to convert, have a third party appraisal, and hold a public hearing. A public hearing is tentatively planned for December 16th.

Mr. Clemenzi stressed the importance that the Town has a plan going forward regarding chapter land, open space, and / or large private estate land. He formally requested the BOS discuss potential properties and prepare to have a plan going forward.

MINUTES - Held for review

EXECUTIVE SESSION – Litigation

VOTE: Ms. Harrison moved, and it was seconded, the BOS enter into executive session at 8:51 pm according to MGL Chapter 30A Sec 21 for the purpose of Exemption (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 76 Topsfield Road, pertaining to claims and appeals of Lawrence Miller and Cross Keys/110, Inc. and to return to open session for the sole purpose of adjourning.

The BOS returned to open session and unanimously adjourned at 9:07 pm.

Respectfully submitted by

Catherine Tinsley
2.29.16☐