

TOWN OF WENHAM

Board of Selectmen
Meeting of, September 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, September 1, 2015 at 7PM in the Selectmen Chambers.

WELCOME: CALL TO ORDER

With a quorum present, Ms. Harrison called the Board of Selectmen (BOS) meeting to order 7 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

Announcements

Appointments

One-Day Liquor License

Financial Policy II

Community Compact Application

BOS FY 2016 Goals

Minutes - August 5, 2015 (es); August 18, 2015

PUBLIC INPUT: ON ITEMS NOT ON THE AGENDA

There were none.

ANNOUNCEMENTS

- Board/Committee Openings were announced: Conservation Commission; Iron Rail Commission; HW Cultural Council; HW School Committee
- School Committee Vacancy – The Hamilton Wenham Regional School Committee and the Wenham BOS seek a Wenham resident to fill a (Wenham) vacancy through the next annual election in April 2016. The dead line to submit letters of interest was extended to September 23, 2015.

REPORTS

Town Administrator

Mr. Lombardi announced the following:

The Town has been awarded a Technical Assistant Grant for \$12,500 through the Department of Energy Resources to do a feasibility study at the Iron Rail building to convert the heating system. Mr. Clemenzi requested to be kept appraised on the progress.

The job posting for *Permitting Coordinator & Special Project Assistant* position expires Friday, September 4, 2015.

The Administrative Assistant for the Department of Public Works will be filled by the end of the week.

Senior Care Board of Directors is recognizing Fire Chief Blanchard for his community public service efforts- the dinner is October 24, 2015.

Selectmen

Mr. Wilhelm referenced letter in the Chronicle alleging the Zoning Board has not elected a chair as required by the bylaws. Mr. Wilhelm requested that the Town Administrator confirm if the Zoning Board must elect a chair according to the town bylaws or state regulations.

Mr. Wilhelm questioned the progress of the RFP's for the Patton Park Replacement pool.

Mr. Lombardi responded saying this is before the Hamilton Planning Board for site plan review for feedback to be sure they are in compliance to finalize the specs and issue the Request For Proposal (RFP). Mr. Wilhelm requested the Town Administrator to confirm if they are on schedule. The last report indicated that the project was 2 weeks behind schedule but this should not have any effect on the project.

Mr. Wilhelm noted it is important to solicit proposals for legal counsel in preparation of Town Counsel's retirement. Mr. Lombardi is actively seeking proposals from two firms.

NEW BUSINESS

The Annual Boot Drive fundraiser for Muscular Dystrophy is being hosted by the Fire Department on Sunday, September 13, 2015 from 8 AM – 11 AM on Main Street.

Mr. Clemenzi voiced his concern of the safety of fundraising in the middle of the street, observing the traffic backs up on Route 1A.

Mr. Lombardi will speak with the Fire Chief regarding possible alternatives for next year.

Vote: Mr. Clemenzi moved, and it was seconded, to approve and grant permission to conduct the Annual Boot Drive Fundraiser for Muscular Dystrophy on September 13, 2015 from 8 AM to 11 AM on Main Street. The motion carried unanimously.

Appointments – Town Officials Board Committees

The following appointments were presented for action:

- *Audit Committee– Mr. Harrison moved, and it was seconded, to appoint **Rich Jones to the Audit Committee** for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously. Mr. Jones has previously served as Chair of the Wenham Finance Committee.*
- *Veteran's Memorial Committee – Ms. Harrison moved, and it was seconded, to appoint **Win Dodge to the War Memorial Committee** for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*
- *Iron Rail Commission – Mr. Clemenzi moved, and it was seconded, to appoint **Jason Wachtel to the Iron Rail Commission** for a one-year term beginning on July 1, 2015 and ending on June 30, 2016. The motion carried unanimously.*

One-Day Liquor License – Fresh Foods, LLC at the Wenham Country Club

The request for a one-day liquor license is part of a Fund Raiser for the Wenham Museum to be held at the Wenham Country Club on Friday, September 18, 2015. Dinner will be served and a cash bar provided.

Applicant Chris Keohane was present for Fresh Foods LLC

Wenham Museum Director Kristen Noon was present to talk about the application and answer questions.

Public Safety has reviewed the request without issue.

Vote: Mr. Clemenzi moved, and it was seconded, to approve a one-day Liquor License for Fresh Foods LLC for the Wenham Museum's Golf Tournament to be held at the Wenham Country Club on Friday September 18th, 2015 from 12 PM – 5 PM. The motion carried unanimously.

HAWC Donation (Healing Abuse Working for Change) – Donation from the Town of Wenham

The town has contributed to HAWC in years past. The money will be taken from the Community Policing Account.

Vote: Mr. Wilhelm moved, and it was seconded, to approve and grant permission to donate the designated amount of \$500 to HAWC. The motion carried unanimously.

Flexible Spending Plan (FSP) – Adopting Resolution

Finance Director, Angel Wills was present to speak to the adoption of the Flexible Spending Plan revisions according to the IRS Notice 2014-55 that allows for mid-year cancellation for two specific situations for employees. This is the same Resolution with the one change but the entire document must be adopted, as updated.

Vote: Mr. Clemenzi moved, and it was seconded, to adopt the Resolution to the Cafeteria Plan including a Health Flexible Spending Account & Dependent Care Flexible Spending Account that is outline in the Town of Wenham's Flexible Spending Plan of our employee benefits. The motion carried unanimously.

Other Matters, as may not have been reasonably anticipated by the Chair (Discussion only)
There were none

OLD BUSINESS

Financial Policies – Part II Financial Reserves

Mr. Wilhelm reviewed the revisions of Part II of the Financial Policies presented for approval, noting the changes are minimal and limited to language edits.

Ms. Harrison noted Part III is the largest section and includes OPEB. This will be on a future agenda.

Vote: Mr. Wilhelm moved, and it was seconded, to approve and accept Part II of the Wenham Financial Polices & Procedures; Financial Reserves as written and presented by Angel Wills, Wenham Finance Director. The motion carried unanimously.

Community Compact Application

Mr. Lombardi spoke to the Community Compact Application explaining this is part of a larger program of the Governors Administration to assist communities in identifying specific areas to implement best practices. The state will provide resources, either through technical assistance or grant funding.

This also allows the give the town an advantage in applying for state

This agenda item was tabled at the August 18, 2015 BOS meeting.

Vote: Mr. Wilhelm moved to put the motion to put the Community Compact Application back on the table and it was unanimous to do so.

Vote: Mr. Clemenzi moved, and it was seconded, to approve entering into a Community Compact established by the Baker Administration and to submit an application to be considered for the program. The motion carried unanimously.

FY 16 Goals from Selectmen Retreat (July 27, 2015)

The Selectmen were provided with an updated list of the top five goals identified at the BOS retreat on July 27, 2015 along with a timeline and the task associated with the goals and target dates.

1. Successful Annual Town Meeting
2. Advance Human Resource Management
3. Improve Communications
4. Initiate Strategic Planning Measures
5. Facilitate Economic Development

Mr. Lombardi commented the time line was used as a tool to give a general idea of the schedule, noting other entities may impact the timing.

Mr. Wilhelm asked for exact dates for some of the action items i.e. Annual Report printing date, and noted concern for definitive dates for the development of the budget, and confirmation that the dates are in line with the Finance Committee's schedule. The Board further talked about defining important dates.

It was the consensus of the Selectmen that the goals reflected those discussed at the retreat.

On a side note the Selectmen asked the Town Administrator to identify the benefits to the Annual Town meeting being held in April as opposed to May, noting it was changed a few years ago.

Approved 12.1.15

This will be on a future agenda for a formal discussion.

Ms. Harrison identified her top priority to implement the wage study. It was noted the consultant is still working on putting this information together. The Town Administrator has received updated information from the Collins Center of new job descriptions and recommended ranges for positions; the BOS should have this information for discussion at the next meeting.

Regarding the phone system, Verizon is responsible for addressing / repairing exterior cables causing problems with the phone system in Town Hall. This should be resolved by the end of October.

The transition of general legal counsel for the town is a top priority for the town.

The Board agreed that potential development of Boulder Lane was a high priority and talked in length about continuing with the process/ timeline to bring a plan to the 2016 town meeting for consideration.

Vote: Mr. Clemenzi moved, and it was seconded, to adopt the FY 2016 Goals and Objectives from the Selectmen's Retreat that are outlined in the Town Administrator's letter dated 8.17.15. The motion carried unanimously.

MINUTES - August 5, 2015 es; August 18, 2015

*Vote: Ms. Harrison moved, and it was seconded, to approve but hold, not for release, the **Executive Session meeting minutes of August 5, 2015**. The motion carried unanimously.*

*Vote: Mr. Clemenzi moved to approve the open meeting minutes of **August 18, 2015** and it was unanimous to do so.*

EXECUTIVE SESSION – Contract Negotiations with Library Director

Vote: Ms. Harrison moved, and it was seconded, the BOS enter into executive session under M.G.L. Ch. 30A, § 21 (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; and to include Jan Dempsey, Library Director, and Trustees Gwen Holt and Pat Purdy, and to return to open session for the purpose of adjournment. The motion carried unanimously by roll call vote.

The Selectmen returned from executive session at 9:25 PM

ADJOURNMENT

The Selectmen unanimously adjourned at 9:25 PM

Respectfully submitted by

Catherine Tinsley
10.22.15