

TOWN OF WENHAM

Board of Selectmen
Meeting of, September 15, 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 15, 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

Roadwork Bid

Signature Policy

Financial Policy II

BOS Goals

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

PUBLIC INPUT: ON ITEMS NOT ON THE AGENDA

There were none.

ANNOUNCEMENTS

- Hazardous Waste Collection day for Hamilton & Wenham residents is Saturday, September 19th at the Hamilton DPW garage
- Appointment Openings were announced: Conservation Commission; Iron Rail Commission; HW Cultural Council; HW School Committee (Wenham resident) through the April 2016 elections

REPORTS

Town Administrator (TA)

Mr. Lombardi announced the following:

- A new full time Administrative Assistant for the DPW, Water Department, & Cemetery has been hired. Sheila Bouvier started yesterday. Aleah Gates, who filled in during the past few months, was recognized for her work over the years in town hall, having served in various departments.
- Interviews for Permitting Coordinator/ Special Project start next week
- Applications continue to be vetted for the Finance Assistant position
- Regarding the pool, the project is still on schedule for a June 2016 completion. A formal site plan review with the Hamilton Planning Board will begin in a few weeks.
 - Demo/ Site work is expected to begin in November with framing work starting in December. The sub bids / alternates must be submitted by October 21st with general (base) construction bids due October 28th. It was reiterated if the bids are over \$2 million dollars, the project is void.

The Executive Director of the Ipswich River Watershed Association spoke at the Water Commission meeting and proposed that Wenham be the lead community, and along with several other communities, participate in a grant

application through DEP to look at regional solutions for mitigation and potential alternative water sources to help the towns keep within the anticipated lower water use DEP standard permits expected to be released next year. This is a 20 percent local match grant from the community; minimal out of pocket expenses are expected. The application is due October 15, 2015

The Water Department will be asked to attend a Selectmen's meeting to further explain the grant and answer questions.

The BOS supported the Water Department send out letters of notification to residents not adhering to the water ban.

NEW BUSINESS

Approval of Bid Submission for Road Reclamation – William Fairfield Drive / Speakers Lane

The DPW opened bids on September 2, 2015 for Injected Asphalt Stabilization & Material for William Fairfield Drive and Speakers Lane. Bell & Flynn, Inc. was the lowest bidder for \$399,500.00

Work on William Fairfield will be paid with Chapter 90 Funds; the work on Speakers Lane will be paid out of the DPW roadwork capital line item.

After this project, remaining Chapter 90 funding will be rolled over into the next FY - estimated at \$141,000

Mr. Wilhelm requested the DPW Director list out what roads are scheduled for repair, by year, and speak to the Board regarding his priorities.

Vote: Mr. Clemenzi moved, and it was seconded, to approve the bid submission for road reclamation on William Fairfield Drive and to execute the contract with Bell & Flynn Inc. The motion carried unanimously.

Appointments – Wenham Police Department Reserve Officers

Police Chief Perkins was present to recommend two new appointments to the Wenham Police Department Reserve Force. Chief Perkins recommended and respectfully requested Mia Cefalo and David Farry, Jr. be appointed as Reserve Officers. This is a part time, as needed position. Chief noted most of the Reserve Officers have other full time jobs.

Mr. Clemenzi moved, and it was seconded, to appoint Mia Cefalo to the Wenham Police Department for a one-year term beginning on September 16, 2015 and ending on June 30, 2016. The motion carried unanimously.

Mr. Clemenzi moved, and it was seconded, to appoint David Farry, Jr. to the Wenham Police Department for a one-year term beginning on September 16, 2015 and ending on June 30, 2016. The motion carried unanimously.

Chief Perkins noted that there are two remaining openings. He is working with the Town Administrator to possibly restructure and reorganize the department; changes will not require additional funding.

Discuss Granting Selected Signatory Authority to Town Administrator

Mr. Wilhelm read the proposed policy from Peter Lombardi, dated September 11, 2015: In the absence of local regulatory guidance, and to streamline our procurement and grant application process, a policy whereby the BOS delegates it's signatory authority to the Town Administrator to execute contracts for goods and services and to apply for grants. The process was outlined in detail, especially that this does not change the warrant process. This is just for signature authorization and does not apply to Regional Agreements.

Mr. Wilhelm went on to suggest that although this authorizes the Town Administrator to execute contracts under \$10,000, that the BOS be "informally" notified.

Mr. Wilhelm noted that there has not been a policy in place regarding who signs the Town Administrator's reimbursements; this is now the responsibility of the Finance Director, as outlined in the policy.

Ms. Harrison offered a friendly amendment to the statement "The Town Administrator can sign on behalf of the BOS" by adding "or its designee can sign the contract(s)."

Vote: Mr. Wilhelm moved, and it was seconded, to grant signatory authority to Peter Lombardi, Town Administrator as modified by the Chair and outlined in the memorandum dated September 11, 2015. The motion carried unanimously.

Review & accept the Municipal Energy Technical Assistance (META) Grant – Iron Rail Heating System
Wenham recently awarded for a grant to evaluate the current (steam) heating system at the Iron Rail. This may include a design for a new system, and an economical analysis. Any remaining funds can be put toward the preparation of construction documents.

This will be forwarded to the Iron Rail Commission for review. The BOS asked to be kept informed.

Vote: Mr. Clemenzi moved, and it was seconded, to accept the META Grant for \$12,500 for the Iron Rail Steam Boiler Conversion Engineering Study listed on the grant application and to execute a contract with DOER. The motion carried unanimously.

Review & approve the Agreement with Mass DOT – Essex St Culver Replacement

Mr. Lombardi announced that the Town received the contract for \$500,000 to replace the Essex Street culvert in its entirety. This is an all-inclusive grant to include engineering, paving and police detail. Final contract documents will be prepared this winter and put out to bid, with construction to begin in July of 2016. It is anticipated that the project will take a couple months to complete.

Some pre-construction engineering design work will have done prior to bid documents being prepared; a proposal is being prepared and not expected to exceed \$10,000. This will be paid through the DPW roadwork budget.

Mr. Clemenzi noted this is a huge savings to the taxpayers of Wenham.

Senator Tarr and Representative Hill were recognizing for working closely with Mr. Lombardi in advocating for the Town to get the Grant awarded in such a timely manner.

Mr. Wilhelm moved, and it was seconded, to accept and execute the Agreement # 89489 with the Massachusetts Department of Transportation for the purpose of reconstructing the Essex Street culvert located on Route 22. The motion carried unanimously.

Mr. Lombardi was recognized for his efforts in seeking the various grants for the Town.

Review & Approve the Contact with Sutphen Corporation – New Fire Truck

Fire Chief Blanchard was present to review the contract for the new custom 2016 Sutphen Shield, Four door Custom full Tilt Aluminum Cab, Pumper (BBC03) fire truck as approved by the 2015 Annual Town Meeting. This will replace the (28 year old) pumper.

Chief confirmed that three oral bids were sought, but because the Town is a part of the Regional Purchasing Consortium, the procurement process was handled by the State.

The contract was awarded to the Sutphen Corporation out of Ohio. The Town has previously purchased equipment through this company, and was pleased with the process and the vehicle.

The Fire Chief was asked to get details on extending the two-year warranty.

The truck is expected to arrive in late spring/ early summer of 2016.

Mr. Wilhelm moved, and it was seconded, to approve and execute the contract with Sutphen Corporation (contract # FS12-13) for a 2016 Sutphen Shield, 4 door custom pumper for the amount of \$404,966.17. The motion carried unanimously.

Other Matters - The Chair noted there were no other matters.

OLD BUSINESS - The Chair noted there was no old business

Approved 12.1.15

EXECUTIVE SESSION – Contract Negotiations with the 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 return to open session for the purpose of adjournment. The motion carried unanimously by roll call vote.

The Selectmen returned from executive session at 8:43 PM.

ADJOURNMENT

The Selectmen unanimously adjourned at 8:44 PM.

Respectfully submitted by

Catherine Tinsley
10.22.15