

APPROVED 7-1-2014

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, June 17, 2014
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 JUNE 17, 2014 at 7 PM in the Selectmen Chambers.

WELCOME AND OVERVIEW OF THE AGENDA

With a quorum present, Chairman Wilhelm called the meeting to order at 7 PM
Selectmen Present: Jack Wilhelm, Chair; Catherine Harrison, Vice Chair; Ken Whittaker, Clerk
Also Present: Mark Andrews, Town Administrator; Catherine Tinsley, Minutes Secretary

Abbreviations used

BOS Board of Selectmen

Public information

Agenda

ADA Proclamation

Memorandum of Agreement – Finance Director/Accountant

BMAG Contract

HWYSA RFP

Minutes – Executive Session January 7, 2014; May 6, 2014; May 12, 2014 ; June 3, 2014

PUBLIC INPUT

John Clemenzi, Stage Hill Road, reviewed that he is serving as the interim Veteran’s Agent for the Eastern Essex District. Senator Tarr and Representative Hill are assisting with the process of hiring a new agent. He urged veterans to call if they are not receiving their benefits.

ANNOUNCEMENTS

The following Boards/Committees have openings:

Alternate (s) for Zoning Board of Appeals

Cemetery Commission

Americans with Disabilities Act Coordinator

Community Preservation Act Committee – “At-large members”

Historic District Commission

Iron Rail Commission

MBTA Representative

Proclamation

Selectman Whittaker read the Proclamation marking July 26, 2014 as the twenty-fourth anniversary of the signing of the American with Disabilities Act. The Board proclaimed Saturday, July 26, 2014 as “Wenham American’s with Disabilities Act Day”. Grant Murphy, Office Management of Independent Living Center of the North Shore and Cape Ann was present to accept the Proclamation.

Pool – Update

Chairman Wilhelm reviewed that the Hamilton Board of Selectmen voted unanimously to ask the Town of Wenham to participate fully in the possible replacement of the Legion Pool at Patton Park.

In a recent survey done by the Recreation Department, about 200 Wenham residents responded that the pool is a priority. Some suggestions being discussed include:

- o Fundraising
- o Define affordable for the Towns
- o Size/Scope of pool
- o Hire a “pool consultant”

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- Consider alternate locations
- Possible use of Community Preservation Act funds

Chairman Wilhelm said the goal is to have a preliminary plan going forward in six weeks, with a proposal in the late fall to be fully vetted in time for the spring annual town meetings.

Mr. Whittaker observed that 200 responses to the survey is helpful but not compelling, and the BOS need to hear from more Wenham residents, noting that this is a substantive amount of money.

Ms. Harrison said she is comfortable going forward with a more definite plan for residents to see and make a decision.

NEW BUSINESS

Update on Proposed Contract for Angel Wills – Finance Director/Town Accountant

Chairman Wilhelm introduced Angel Wills as the Town's new Finance Director/Town Accountant. She said she has been getting acclimated and attending meetings. She will be starting on July 14, 2014.

Her contract is being drafted and is under review. Mr. Whittaker noted he has some comments regarding the job description referenced in the Memorandum of Agreement. These comments will be circulated to the Board.

Vote: Mr. Whittaker moved, and it was seconded, that the Memorandum of Agreement, dated July 14, 2014 between the Town of Wenham and Angel Wills, Finance Director/Town Accountant be approved, subject to finalization and agreement of the job description by all parties. The motion carried unanimously.

Financial Operations Support Contract – Baystate Municipal Accounting Group (BMAG)

Mr. Andrews reviewed that BMAG has submitted a contract to support the Town during the transition for the Finance Department to include, but not limited to the FY 2014 Closeout, and to work with Powers & Sullivan to complete the financial audit.

Ms. Wills was asked to advise the Town with what assistance and / or transitional help she may need, if any.

Chairman Wilhelm suggested that Ms. Wills and Mr. Andrews advise the BOS, by the first of September, of how much assistance may be needed in the immediate future. This will be revisited over the next couple of months.

Ms. Harrison clarified that BMAG would continue to provide services according to their current contract through the end of July 2014 and some financial responsibilities may be included in that agreement.

Hamilton Wenham Youth Soccer Association (HWYSA) Proposed Request For Proposal (RFP)

With the Town of Wenham for the Operation, Management and Maintenance of the Soccer Fields located at the Iron Rail Park.

Mr. Whittaker reviewed the terms of the RFP effective July 1, 2014 through June 30, 2024 with an automatic renewal for an additional ten years beyond the June 30, 2024 date unless the BOS votes not to renew the lease for any reason before the expiration date.

Vote: Mr. Whittaker moved, and it was seconded, to accept the RFP proposal for the Operation, Management, and Maintenance of the Soccer Fields located at the Iron Rail Park, from the Hamilton Wenham Youth Soccer Association. The motion carried unanimously.

As outlined in the RFP, a Lease Agreement will be drafted, and emailed to the BOS for review. The Selectmen will each come in and sign the agreement to expedite the process.

Ms. Harrison noted that as an advisory committee, the Iron Rail Commission should be included in the review of the lease agreement. Mr. Andrews will email the lease to the Committee for review.

Vote: Mr. Whittaker moved, and it was seconded, that the BOS authorize its individual members to sign a lease contract with the HWYSA unless the individual Selectman is uncomfortable with the terms of the lease agreement. The motion carried unanimously.

Appointments

The following people are presently serving.

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Vote: Ms. Harrison moved, and it was seconded, to appoint Penny Wingate and Elizabeth Colt to the Council On Aging Board of Directors for a term beginning July 1, 2014 ending June 30, 2017. The motion carried unanimously.

Chairman Wilhelm said that he spoke with Paul Weaver to regarding his reappointment as Town Counsel.

Mr. Weaver confirmed his willingness to be reappointed but said he would not be as available to the Town as in the past. He supported a transition plan be discussed to include an assistant Town Counsel for more routine matters. This will be further discussed at the BOS retreat.

The Town Counsel appointment will be on the next agenda.

Summer Meeting Schedule 2014

The BOS discussed holding with the regular meeting schedule and it was agreed at this time to plan to continue to meet twice a month but this be confirmed at the end of each meeting.

Mr. Whittaker is unable to attend a meeting on the first meeting in August; an alternate date will be discussed.

Mr. Andrews noted the BOS must meet by July 15th to authorize Departmental Transfers.

Request from Wenham Museum to use Town Hall Grounds for Faery Festival

Vote: Ms. Harrison moved, and it was seconded, to allow the Wenham Museum the use of the Town Hall lawn for the Faery Festival to be held June 28, 2014 from 11 AM to 3 PM. The motion carried unanimously.

FY 2014 Departmental Transfers

Mr. Andrews reviewed the Reserve Fund transfers approved at the June 11, 2014 Finance Committee meeting.

1. Land Use Expense: \$10,000 for a State matching grant from Mass Development for a Predevelopment Economic Study of Boulder Lane
2. Legal Expense: \$10,000 for unanticipated legal matters including land use and cell tower issues
3. Police Salaries: \$10,000 for unanticipated training costs associated with the Regional Emergency Center. It is anticipated that the town will be reimbursed \$4,000 by the state.

Mr. Andrews informed the Board that the snow and ice budget deficit would be included in the end of year inner departmental transfers as allowed by MGL.

The BOS will vote on the departmental transfers at the next meeting with the documentation as specified.

REPORT

Town Administrator

Mr. Andrews reported that Erik Mansfield, the Water Superintendent, was able to make the repairs to the pump for one of the Town wells without interruption to service.

The Town filed the Predevelopment Application with Mass Development. The State has assigned a firm to work on the study. The Town will receive updates and the study is expected to be completed in late fall.

Project Review Committee: Mr. Andrews introduce the idea to reactivate the Project Review Committee. This committee is made up of representatives from Town departments, committees, and boards who will meet and review potential projects e.g. sub division developments, to get a full understanding of the impact to Wenham. This is an efficient way to look at the project as a whole and prepare questions, concerns, and comments in advance of the hearings.

Ms. Harrison suggested a report be issued after each meeting.

Mr. Whittaker suggested a neighborhood/resident representative for a specific location is included on the committee.

Cell Tower Committee: Chairman Wilhelm noted that several years ago, the Town created a Cell Tower Overlay District around the town center of town owned properties that would allow the town to be in a preferential position to lease space for a cell Tower and be the recipient of the income. He went on to suggest a committee be formed to solicit and promote sites to cell tower companies. This idea will be discussed at the retreat.

Fire Station Summer Coverage: Mr. Andrews asked the BOS to authorize additional coverage at the Fire Station during the summer months, as has been done over the past several years.

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Vote: Mr. Whittaker moved, and it was seconded, to support the additional summer coverage at the fire station as recommended by the Fire Chief Blanchard. The motion carried unanimously.

Mr. Andrews and the Administrative Assistant, Debi Morong participated in an Open Meeting Law Webinar. Ms. Harrison is registered for one in July.

Mr. Andrews will provide an update on the gatekeepers at Pleasant Pond.

Chairman Wilhelm gave a brief overview the Factual Inquiry meeting regarding the operation at 76 Topsfield Road, and if it can operate under the Dover Amendment, saying it was well attended and informative. The BOS have no jurisdiction in this matter. This decision lies with the Building Inspector and if appealed, the Zoning Board. The abutter, through his attorney, granted an extension to the Building Inspector.

Minutes – Executive Session January 7, 2014; May 6, 2014; May 12, 2014 ; June 3, 2014

Mr. Whittaker moved, and it was seconded, **to approve and hold not for release, the executive session minutes of January 7, 2014.** The motion carried by majority vote with Ms. Harrison abstaining citing she was not on the Board at that time.

*Vote: Mr. Whittaker moved, and it was seconded, to accept the **June 3, 2014** minutes as edited. The motion carried unanimously.*

The May 6, 2014 and May 12, 2014 (Executive Session / Open Session) minutes were held to incorporate the Clerk's edits. No action was taken.

Adjournment

Vote: Ms. Harrison moved to adjourn at 8:20 PM and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley
6.24.14