

APPROVED 6.17.14

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, June 3, 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 3, 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
- Draft Memorandum of Agreement – Finance Director/Town Accountant
- Anderson Letter 5.21.14
- Appointments
- DEP Water Management Act
- Baystate Municipal Accounting Group (BMAG) Project Summary for Financial Operation Support Services 5.23.14
- Minutes – February 4, 2014; March 4, 2014; April 15, 2014; May 6, 2014; May 12, 2014 open/es; May 20, 2014

PUBLIC INPUT

Harriet Davis, Wenham's Represented to the Metropolitan Area Planning Council (MAPC), reported that she recently attended the MAPC annual meeting. One subject discussed was ways Wenham can benefit from services offered by the MAPC. Ms. Davis informed the Board that the Council elected Lynn Duncan as the New President. Ms. Duncan resides in Wenham. She will be invited to a BOS meeting to speak on the MAPC.

**PRESENTATION BY GUESTS
ANNOUNCEMENTS**

1. The following Board / Committees have open seats:
 - a) Cemetery Commissioner – 1 Year
 - b) ADA Coordinator – 1 year Term
 - c) Community Preservation Act Committee – 2 openings / 2 year term
 - d) Finance & Advisory Committee – 2 openings / 3 year term
 - e) Iron Rail Commission – 1 year/ 1 year & 1 opening / 2 year term
 - f) Board of Zoning Appeals – 1 or more openings for alternate member/ 3 year term
 - g) MBTA Representative – 1 opening / 1 year term
 - h) Wenham Affordable Housing Trust - openings

Anyone interested in serving should submit a letter of interest to the Town Administrator's office

2. The BOS have scheduled a "Factual Inquiry" for Thursday June 5, 2014, regarding Cross Keys, 76 Topsfield Road. Cross Keys and the Abutter's Attorney have been invited.

NEW BUSINESS

A. Update on appointment of Angel Wills – Finance Director/ Town Accountant

Mr. Andrews reported that Ms. Wills has been hired as the Town's Finance Director/ Town Accountant starting July 14, 2014. Mr. Andrews advised the BOS that the Town should have a contract with the Finance Director. The

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Town's Auditing firm, Powers and Sullivan, will provide support during the closing of fiscal year 2014 and opening of fiscal year 2015.

BMAG has confirmed their contract to provide financial services to the Town through July 31, 2014.

The Chair recognized John Clemenzi, Stage Hill Road, who offered the suggestion that the Town perform a financial credit check on new hires, especially for the Finance Department.

Mr. Andrews agreed this would be a good policy for the BOS to consider, noting Ms. Wills will have a background check as part of the Bonding Authorization process.

Chairman Wilhelm gave a brief update that the BOS voted to reduce the Hamilton Wenham Youth Soccer Association (HWYSA) Lease of the Iron Rail Fields from 20 years to 10 years and to add language to the contract to make it an "Evergreen Lease" which would renew automatically at 10 years unless the BOS take definitive action. The Town is waiting for a response from the HWYSA on these changes to the lease.

B. Dissolve Annual Town Meeting of April 5, 2014

The Town Moderator, Paul Weaver, was present to dissolve the 2014 Annual Town Meeting.

Mr. Weaver noted the ATM was adjourned to this date, June 3, 2014 and with the Town Clerk present, declared the annual Town Meeting back in session. In the absence of a quorum, the only action that could come before the meeting was to dissolve the meeting and Mr. Weaver asked for such a motion.

Vote: Mr. Whittaker moved, and it was seconded to dissolve the 2014 Annual Town Meeting. The motion carried unanimously.

C. Request Use of Pleasant Pond Parking Area - for Wedding Ceremony at Pleasant Pond

The BOS acknowledged a letter from the residents at 123 Pleasant Street. The request is to allow out of town guests to park at Pleasant Pond for a wedding ceremony on the afternoon of August 31, 2014.

Jill Anderson and Julia Anderson, 123 Pleasant Street, were present to answer questions.

Ms. Anderson stated she understood the beach would not be closed. She estimated a maximum of 50 guests and 20 cars. After a brief discussion, it was the consensus of the Selectmen for Mr. Andrews to adjudicate the details.

The use of Pleasant Pond Parking will be on a future agenda to discuss possible amendments to the Town's policy.

D. Eagle Scout Proclamation -- This agenda item was passed over.

E. Appointments – Town Officials, Boards, Committees

Ms. Harrison noted that the appointments are voted separately by position to better keep track of appointments and the terms. She questioned again why some town employees would need to be appointed, and noted these names have not been included in the reappointments at this time.

Mr. Weaver opined on the formality of appointing offices that are statutory town office and the statute requires a position and for that position to be appointed by the BOS. He noted this has been discussed in the past and he will provide the list of required appointments. He suggested the Charter be reviewed and "cleaned-up" of those positions no longer relevant.

The following appointments are for a one-year term(s) beginning on July 1, 2014 and ending on June 30, 2015:

- *Vote: Ms. Harrison moved, and it was seconded, to appoint Stephen Kavanagh as **Animal Control Officer and Indigenous Animal Control Officer**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Anne Jackman as **Animal Inspector**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Gay Roland as **Lumber Surveyor and Measurer of Wood and Bark**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Winslow Mulry as **Superintendent, Moth Work**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Jeffrey Baxter as **Oil Burner Inspector**. The motion carried unanimously.*

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- *Vote: Ms. Harrison moved, and it was seconded, to appoint Mary Morrow as **Permitting Coordinator**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Emilie Cademartori as **Planning Coordinator**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Emilie Cademartori as **Conservation Commission Coordinator**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Emilie Cademartori as **Zoning Board of Appeals Coordinator**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Kevin dash as **Plumbing & Gas Inspector**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Erik Mansfield as **Watershed District Designee**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Robert Brown as **Wire Inspector**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Paula Mountain as **Housing Authority Director**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Cyndy Morong and Judy Bubriski as **Election Officers**. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint John Clemenzi for a two-year term on the **Iron Rail Commission** beginning on July 1, 2014 and ending on June 30, 2016. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint John Cuscolito to the **Hamilton Wenham Joint Recreation Commission** for a three-year term beginning on July 1, 2014 and ending on June 30, 2017. The motion carried unanimously.*
- *Vote: Ms. Harrison moved, and it was seconded, to appoint Michael Movak, Jerome Hunsaker, and Micahel Dube (Associate), to the **Conservation Commission** for a three-year term beginning on July 1, 2014 and ending on June 30, 2017. The motion carried unanimously.*

REPORTS

Town Administrator

1. Mr. Andrews gave a brief update on the May 14, 2014 forum held by the Massachusetts Department of Environmental Protection relative to the Surface Water Management Initiative (SWMI). Mr. Andrews, along with the Water Superintendent Erik Mansfield, and Water Commissioner Ernest Ashley, attended the forum in Wilmington where all aspects of the new water / legislation were reviewed. As part of the final process on the Regulations, the BOS were asked to review the WMA and take a position and provide comments.

Mr. Whittaker said he is knowledgeable in the WMA and offered to review the details with the Town Administrator.

1. The pump of a major well in Town stopped working; the pump will be repaired by the end of the week.
2. The BOS reviewed a Financial Operations Support Contract with BMAG. This will formally be taken up at the next meeting. The BOS requested Ms. Wills review the transition plan.
3. The BOS will hold their annual retreat in June; it was agreed that a Friday worked best. The date is to be determined. The Chairman asked the Selectmen submit goals for the Town Administrator and that up to seven should "be chosen".
4. Mr. Andrews will be attending a meeting, hosted by Ipswich, for local Town Administrators/Town Managers to discuss regional issues.

Chairman

Chairman Wilhelm said he and the Hamilton BOS Chair are having ongoing discussions to work together on important issues. The replacement of the Legion Pool at Patton Park is a top priority for Hamilton. There are two options at this time:

1. Hamilton Pool – Wenham residents purchase (season, weekly, daily) passes
2. Hamilton Wenham Pool - Wenham participates from the start as a joint effort of the two towns

Chairman Wilhelm reported that the Hamilton BOS unanimously voted that Wenham be given the choice to participate and suggested an Ad Hoc HW Pool Committee be formed to work with the Joint Recreation Department,

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to include the Town Manager, Town Administrator, Selectmen Representatives to prepare a plan to be presented at the 2015 annual town meeting.

Mr. Whittaker suggested a quantitative poll of how important the pool is to Wenham residents.

Mr. Andrews will look into the previous polls and get statistics of pool use from the Recreation Department.

MINUTES

Vote: Mr. Whittaker moved, and it was seconded, to accept the minutes of February 4, 2014 with edits as indicated. The motion carried by majority vote with Ms. Harrison abstaining citing she was not a Selectman at that time.

Vote: Mr. Whittaker moved, and it was seconded, to accept the minutes of March 4, 2014 with edits as indicated. The motion carried by majority vote with Ms. Harrison abstaining citing she was not a Selectman at that time.

Vote: Mr. Whittaker moved, and it was seconded, to accept the minutes of April 15, 2014 with edits as indicated. The motion carried unanimously.

The minutes of May 6, 2014; May 12, 2014; May 20, 2014 were held for review; no action was taken. Chairman Wilhelm requested the executive minutes of January 7, 2014 be re-circulated for approval.

ADJOURNMENT

Vote: Mr. Whittaker moved to adjourn at 8:04 PM and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley
6.5.14