

TOWN OF WENHAM

Wenham Board of Selectmen  
Meeting Minutes of May 17, 2016  
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, May 17, 2016 at 7 PM in the Selectmen Chambers.

**WELCOME: CALL TO ORDER**

With a quorum present, Ms. Harrison called the Board of Selectmen (BOS) meeting to order 6:48 PM. Selectmen present John Clemenzi, Chair; Jack Wilhelm, Vice Chair; Catherine Harrison, Clerk  
Also Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

The meeting was recorded with permission by HWCAM  
Agenda

**PUBLIC INPUT**

There were none.

**ANNOUNCEMENTS**

- There is a vacancy on the Board of Assessors. Letters of Interest should be submitted to the Town Administrator's office. This is to fill the term of Michele Bailey who resigned to serve on the School Committee.
- Pingree Park Playground Committee – The Board requested Letters of Interest from those willing to serve on a Committee for the Pingree Park Playground, to the Town Administrator's office by June 1.
- Mandatory Water Conservation Notice Effective May 1 through September 30. Hand-watering only from 5 PM to 9 AM. No sprinklers are allowed.
- Memorial Day Parade, is Monday May 30 at 1 PM from the Buker School to the War Memorial, Civil War Monument and end at the Main Street Cemetery. The Wenham Tea House is serving refreshments after the services at the Cemetery.

**REPORTS**

Town Administrator

Mr. Lombardi Report included the following:

**Lakeview Project** Town staff met with Atlantic Tambone this week to review updated project plans. To date, they have conducted soil testing for septic, received confirmation from the Conservation Commission regarding their wetlands delineation, and plan to meet with the Historic District Commission next Thursday for some preliminary feedback on their proposal for the existing structure on Main Street. They plan to file formal applications with other relevant town committees, particularly the Planning Board who will hold a public hearing, in the next month or two. More details to follow in the coming weeks.

**Personnel** We conducted initial interviews with several candidates for the Planning Coordinator position last week and are scheduled to hold a public session with the finalists on Monday May 16 at 6 P.M., where candidates will give brief presentations and then answer questions from the screening committee. These final interviews for this position are open to the public and residents are invited to attend. We hope to have this full-time position filled in June.

We are currently looking to fill a number of seasonal positions – Lifeguards at Pleasant Pond and DPW Summer Help. The DPW is also looking to hire a full-time Driver/Operator in the Highway Department. Details about all open positions in Town are

posted on our homepage under the Current Job Openings link. The Recreation Department is also seeking lifeguards for the Patton Park pool for this summer, with an opening date still yet to be set for that facility.

Chair Mr. Clemenzi said he was contacted by a resident on Topsfield Road, who found a lime green colored tag around one of his trees and explained that National Grid tags trees for trimming or removal. Mr. Lombardi said he talked to the Town's liaison at National Grid to be sure the town is notified about tree work.

Selectmen Ms. Harrison noted that she is the Selectmen Representative on the Affordable Housing Trust and said the Trust is in the process of putting together a Request for Quotes for a consultant to assist the Trust with a Housing Needs Assessment for Wenham. This would be paid for by the Trust.

## **NEW BUSINESS**

### Investment Policy – Presentation by Rockland Trust

Present: Angel Wills, Finance Director; Leslie Davidson, Treasurer Collector

Mr. Wilhelm read a memo from the Finance Director regarding financial policies and best practices and the possibility of diversifying and maximizing the Town's portfolio by considering new investment strategies for accounts such as OPEB (Other Post-Employment Benefits) and Community Preservation Act (CPA) funds, after the financial policies are adopted.

Ms. Wills introduced Margaret Vose, Vice President at Financial Rockland Trust Co. /Investment Management Group. Ms. Vose referenced a PowerPoint Presentation and gave an overview of Investment Policies.

The presentation included:

- Investment Policy Statement
- Municipal Reporting Services
- OPEB Funds
- Investing OPEB Assets
- Asset Allocations- Options
- Municipal Investment Horizons
- Recommendations: It is common to establish an OPEB Investment Trust (sub) Committee, sometimes the Finance Committee, and recommended Wenham consider such a committee.

Ms. Vose answered general questions from the Board.

Mr. Lombardi noted that this is the year Wenham has an actuarial analysis done to understand the Town's unfunded obligation to OPEB. As part of the analysis, the company doing the report is making a presentation to the Audit Committee on June 17 including different funding scenarios for OPEB. Mr. Lombardi will investigate what other communities, similar to Wenham, are doing successfully.

### Financial Policies Part III – Draft

This is the final section of the Financial Policies; Part III includes OPEB.

The meeting was open for questions from the Board.

Ms. Wills stated that the Town is following "best practices" other than a few minor "housekeeping" items, which will be implemented once the policy is adopted.

The Selectmen questioned if the Town would benefit from an Investment Committee. Mr. Lombardi will make a recommendation to the Board.

Once the Financial Policy is adopted, it will be reviewed with Department Heads and how it impacts their department specifically. The goal is to have Part III of the Investment Policy approved in time for the closeout of Fiscal Year 16.

### Open Space and Recreation Committee (OSRC) - Request for Letters of Interest and Appointment Timing

The current Open Space & Recreation Plan is outdated. An updated plan is required to apply for and receive some grant funding and an action plan is needed to address priority issues. The goal is to have a complete and updated plan by May 2017)

The original deadline for submitting letters of interest was May 1; the request was to extend the deadline to June 1 to allow for other residents who have expressed interest to submit their letter. It was also noted that it would be late June before grant funding for a consultant would be secured, and the new Planning Coordinator hired.

It was estimated that this Committee would meet two times a month. The BOS talked about determining the criteria to help in the selection of the nine committee members but took no action.

**MINUTES** - February 17, 2016 (Jt Meeting with FinCom); February 23, 2016; March 15, 2016; May 3, 2016

*Vote: Ms. Harrison moved to approve the Jt. FinCom / BOS meeting minutes of **February 17, 2016** and it was unanimous to do so.*

*Vote: Ms. Harrison moved to approve the BOS meeting minutes of **February 23, 2016** and it was unanimous to do so.*

*Vote: Ms. Harrison moved to approve the BOS meeting minutes of **March 15, 2016** and it was unanimous to do so.*

*Vote: Ms. Harrison moved to approve the BOS meeting minutes of **May 3, 2016** and it was unanimous to do so.*

#### **EXECUTIVE SESSION** – Contracts

- Police Benevolent Association of Wenham

*VOTE: Ms. Harrison moved, and it was seconded, the BOS enter into executive session under M.G.L. Ch. 30A, Section 21 (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; and not to return to open session but adjourn directly from executive session. The motion carried unanimously by roll call vote.*

Respectfully submitted by

Catherine Tinsley

8.4.16