

TOWN OF WENHAM

Board of Selectmen
Meeting Minutes of June 28, 2016
138 Main Street, Town Hall

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, June 28, 2016 at 7 pm in the Selectmen Chambers.

WELCOME: CALL TO ORDER

With a quorum present, Mr. Clemenzi called the Board of Selectmen (BOS) meeting to order at 7:01 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:
Agenda

ANNOUNCEMENTS

Solicitation to Residents Interested in Serving on Town Boards

Mr. Wilhelm announced the openings on Town Boards & Committees as of June 30, 2016. These are listed on the Town's web site. Those interested in serving should contact the Town Administrator's office.

Reports

Town Administrator

Green Communities Grant Award: Hamilton and Wenham jointly submitted a grant application this spring through the Green Communities program on behalf of the School District to replace the Building Energy Management System at the Middle/High School. Their existing system is inefficient and outdated, having been installed 20 years ago. This project is expected to yield significant energy use savings. Mr. Lombardi received notification today that we have been awarded this grant funding - \$500,000 in total, which represents the highest possible grant award. It is also important to note that no local match is required from the towns or the district as part of this grant program. Kudos to the School's Director of Maintenance and Facilities, Jason Waldron, and our Energy Manager, Vicky Masone, for developing such a competitive application!

Personnel: Margaret Hoffman's first day as Planning Coordinator will be Tuesday July 5. We have scheduled have a meet-and-greet at Town Hall for members of the Land Use Boards and any Residents who want to attend on Thursday, July 7 from 5:30 to 6:30 PM.

We have hired Sean McCarthy as our new DPW Driver/Operator. Sean has served as a Wenham call firefighter for many years and is excited to begin working full-time for the town.

We are still looking to fill a number of seasonal lifeguard positions at both Pleasant Pond and Patton Park. Please inquire with the Wenham Police Department or Hamilton- Wenham Recreation Department if you are interested.

Compost Facility: The Town is allocated 52 cubic yards of free compost every year from Brick Ends as part of our recycling contract. This figure is based on our town-wide 1400 household headcount. Residents have historically had unlimited access to this free compost at the DPW yard. Unfortunately, for the first time this year, we have already depleted our entire inventory due to higher than usual demand. Accordingly, for next year, we plan to institute a voucher system where every resident will be allowed up to two 5-gallon pails, 2 recycle bins, or 1 cubic yard of free compost. Pick up will be limited to Saturday mornings in May from 8am to 12pm. If residents want more than their allotted amount next year or need compost this year, they can contact Brick Ends directly who will deliver 3 yard minimums for a reasonable fee.

State Revenue Projections & FY17 Budget: The Baker administration released new FY17 tax revenue projections today that are between \$650 million and \$950 million lower than originally forecast. A revenue loss of this magnitude will force deep cuts across all aspects of the budget. The three separate FY17 budgets set by the Governor, House and Senate were all based on the original, higher revenue projection, which means that all of the plans are significantly out of balance. The Legislature has passed a temporary 1-month budget to cover state obligations through the end of July and provide some breathing room for legislators while they dramatically scale back their FY2017 budget proposals. The hope is that these lower anticipated revenues do not result in substantive cuts in state aid (UGGA, Ch 70, etc) as any such decreases will have to be absorbed by the municipalities since we have already set our FY17 budgets based on at least maintaining our levels of state aid.

Legal Update Training Session: Lauren Goldberg, our lead attorney from Kopelman & Paige (town counsel), will be providing training to town employees and officials regarding updates on state ethics, open meeting law, and the public records law. We are planning on having two separate sessions, one in the afternoon from 2-4 for staff and another from 5-7 that same day for all elected and appointed officials. This training session will take place on either Tuesday July 26 or Tuesday August 2, depending on what date has the greatest availability.

Measure List Project: The Board of Assessors has hired Robert Brindle to provide measurement and data verification on improved parcels across town. He will begin this week and then plans to recommence his work in late July. For this phase, he will inspect a representative sampling of about 1/3 of the properties in town. Mr. Brindle will be personally visiting all involved residences as part of his inspection and assessment process.

Mandatory Water Ban: Due to low flows in the Ipswich River and to comply with MassDEP requirements, we continue to be in a mandatory water ban. All nonessential outdoor watering is prohibited except for hand watering between 5pm and 9am. This ban includes water from private wells and will likely continue until October 1.

Chairman

Mr. Clemenzi, as the Eagle Scout Advisor, reported that two of the Eagle Scouts were present and were on the agenda later in the meeting to be recognized in their achievements.

Long time Town Employee John Pews passed away last week. His family was involved with the town for generations. John served on the DPW, Burial Agent, and on the Fire Department

NEW BUSINESS

Board of Assessors Appointment

Board of Assessors Tom Tanous, Lisa Craig were present:

Mr. Wilhelm acknowledged a letter of resignation from Michelle Bailey, stating due to her being elected to the School Committee she would resign from the Board of Assessors on June 7, 2016.

The BOS received a letter of interest from George Cantwell to serve on the Board of Assessors.

The BOS and Assessors met jointly and it was unanimous to select George Cantwell to serve out Ms. Bailey's appointment through 2017.

MOTION: Mr. Wilhelm moved, and it was seconded, the BOS jointly appoint George Cantwell to the Board of Assessors for a term expiring April 6, 2017 (Annual Town Elections)

MOTION: Mr. Tanous moved, and it was seconded, the BOA jointly appoint George Cantwell to the Board of Assessors for a term expiring April 6, 2017 (Annual Town Elections)

VOTE: The motion carried unanimously.

Senior Care Presentation

Tom Tanous, Board of Directors President of Senior Care spoke about a letter from Scott Trenti of Senior Care dated June 13, 2016 in which he summarized the services provided by Senior Care and the annual request for a contribution to help in the cost to serve Wenham residents. Mr. Tanous reviewed that Senior Care serves 90 residents of Wenham and about 4,000 people annually by providing counseling, nursing, nutrition, homemaking etc.

Mr. Tanous asked for the Boards consideration for a donation to Senior Care for services to FY14.

The Town of Wenham has not made a donation in the past five years.

The Board took this under advisement and took no action.

ADA Day Proclamation Presentation

Mr. Clemenzi read the Letter from the Independent Living Center of the North Shore and Cape Ann, Inc. dated May 13, 2016 and read the Proclamation to declare July 26, 2016 as Americans with Disability Act (ADA) Day. Shawn McDuff, Deputy Director was present to acknowledge the Boards vote to support the ADA 26th Anniversary of the signing of the ADA.

Eagle Scout Commendations

Dylan Chane: Eagle Scout project-repair the Pingree Park Playground
Jonathan Gauthier: Eagle Scout project- painted the fence around the Wenham Tea House
Edward Libelo: Not present

Mr. Clemenzi talked about the Scouts' efforts to reach Eagle Scout and introduced Dylan Chane & Jonathan Gauthier. He noted that Wenham has had 98 Eagle scouts since 1929; Al Dodge was the first Eagle Scout in the Town of Wenham. Dylan Chane and Jonathan Gauthier talked about their Scouting experiences. Mr. Clemenzi read the proclamation awarded to the Scouts for attaining the highest rank in Scouting.
Vote: Mr. Wilhelm moved, and it was seconded, to award the proclamation to congratulate the Scouts in attaining the highest rank in Scouting as eagle Scout. The motion carried unanimously.

Wenham Pines Presentation on Refined Development Area

Ms. Harrison summarized a memo from the Town Administrator informing the BOS that Atlantic Tambone, the developer for Wenham Pines (previously known as Lakeview Golf Course) has conducted extensive site planning and realized the footprint of the development area outlined in the original Host Community Agreement (HCA) needs to be modified slightly to maintain as many of the existing trees as possible and maximize the visual buffer from Main Street. All but 20 trees can be saved.

Tony Tambone, of Atlantic Tambone, was present. He began by reviewing the terms of the HCA that allowed for minor alterations to the plan, pending the actual engineering results. In designing the site plan, it is the preference of Atlantic Tambone to amend the open space and development plan to improve the overall plan. Architect Jim Velleco, Grazado Velleco, in Marblehead, was present and gave an overview of the proposed changes and referenced a topography map dated (6.24.16) stating that by working with the grade and adapting the design to work in conjunction with the topography, the impact on the resources is minimized. The location of the entrance from Main Street is the same, but the positioning and shape of the driveway changes slightly with the topography; this also (minimally) alters the location of the buildings. The 500 foot set back from Main Street has been maintained; this is measured from the legal right of way to the first Condominium. The landscape architect has been working on the plans as well and it is hoped a peach orchard will be planted in the area of the current pro shop, which will be removed.
Vote: Ms. Harrison moved, and it was seconded, to approve the Second Amendment to the Host Community Agreement, including the revised development area outlined in Exhibit D-1, and as will be further supplemented by a stamped site plan to be performed by Hancock Associates. The motion carried unanimously.

Enon One Facility Proposed Location and Project Update

Fire Chief Blanchard was present to updated the BOS on the progress of the Enon One Committee to provide a building for Enon One, the town's antique first fire engine. The 2016 Town Meeting approved Community Preservation Act funds for the project and the Committee has been working on the plans since April. Chief Blanchard reported the Committee has determined the best location for the building seems to be behind Town Hall positioned into the hillside towards the top of the hill. This is the Committee's recommendation. George Ricker has volunteered to do the site work. Other volunteer work is hoped for to paint/stain the buildings and maintain the landscaping. Some of the Committee members went to the Ferry Reeds Shed factory and viewed different building plans. A 12' x 28' structure with Pella windows was chosen to be designed and presented to the Historic District Commissioners who offered

some suggestions such as larger windows and barn style garage door be incorporated into the plans for a more historical appearance. Ferry Reeds is working closely with the Committee.

Mr. Lombardi reported the estimated cost of the building is less than \$21,000 and the overall budget is on track and the total cost is anticipated to be within, if not under the \$50,000 budget. This includes a poured concrete foundation with a wooden floor, a building with five Pella windows, a garage door, a small retaining wall, landscaping, and signage.

Mr. Wilhelm suggested a land survey be done of the exact site location.

The BOS was asked to vote on the site location for the building to house Enon one.

Vote: Ms. Harrison moved, and it was seconded, to approve the proposed location of the new Enon One facility to be sited on the upper portion of the slope between the lower and upper level parking lots behind town hall. The motion carried unanimously.

George Ricker was thanked for his offer and the Enon One Working Committee and were recognized for their work.

FY16 Departmental Transfers

Angel Wills, Finance Director was present.

Motion: Mr. Wilhelm moved, and it was seconded, to approve the attached list of appropriations transfers totaling \$60,828.61 for the fiscal year ending June 30, 2016 as presented by the finance director as provided for under Massachusetts General Laws, and as already approved by the Finance and Advisory Committee.

Under discussion Mr. Wilhelm summarized the largest transfers were out of the Snow Removal budget, the Essex Regional Retirement budget, and Unemployment and although the money was dispersed to different accounts, the largest transfer went to Outside Legal Counsel (\$38,000) and Building & Grounds (\$5,000).

Mr. Lombardi added that it is not anticipated to spend more than \$20,000 for outside legal counsel; the unspent balance will go to Free Cash.

VOTE: The motion carried unanimously.

FY18 Budget Policy Direction

The Board acknowledged a draft letter from the Hamilton Finance Committee & Board of Selectmen expressing their support in sending a letter to the School District to level fund the FY18 budget exercise. The Selectmen reviewed a draft of this letter; it was not supported by the Selectmen.

Mr. Lombardi talked about the potential of Wenham having an operating override and that this exercise is not valuable to the Town of Wenham.

The BOS and Finance Committee are meeting in July to begin preliminary budget discussions.

The BOS agreed that although they want to work together with Hamilton and the schools, they need to address Wenham's budget concerns and did not agree to be a part of this exercise at this time.

School Apportionment Formula: Request from School Committee

Ms. Harrison reviewed that the Board recently received an email from the School Committee Chair asking if the Selectmen are interested in participating with the School Committee's Regional Agreement Working Group to look at the apportionment formula in the Regional Agreement and to talk about what would benefit both Hamilton & Wenham and identify the best plan going forward.

This was supported by the BOS if the discussion is limited to the Apportionment Formula.

Mr. Wilhelm noted there is no "quid pro quo" for changing the Apportionment Formula and any amendments are years out.

Appointments

Ms. Harrison read a letter dated June 8, 2016 from the Chief of Police announcing Reserve Officer Brett Morong is leaving the Police Department after 20 plus years of service and recommended John Freitas be appointed as a Reserve Office to fill the open position.

- *Vote: Ms. Harrison moved to appoint **John Freitas as Reserve Police Officer** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.*
- *Vote: Ms. Harrison moved to appoint **Jim Reynolds as ADA Coordinator** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.*

Ms. Harrison noted three residents submitted letters of interest to serve on the Council on Aging (COA).

- *Vote:* Ms. Harrison moved to appoint **Regina Baker, Susan Doughty, Alyson Preston to the Council On Aging** for three year terms beginning on July 1, 2016 and ending on June 30, 2019. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Robert B. Brown as Electrical Inspector** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Mark Unger as Electrical Inspector, Alternate** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Robert (BJ) Brown as Electrical Inspector, Assistant** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Charles Brett as Fence Viewer** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Peter Lombardi as Metropolitan Area Planning Council Representative** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Paul Mendonca as Massachusetts bay Transportation Authority Representative** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Gay Roland as Lumber, Surveyor and Measurer of Wood and Bark** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Winslow Mulry as Moth Work, Superintendent** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Jeffrey Baxter Oil Burner Inspector** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Nicole Roebuck as Parking Clerk** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Kevin Dash as Plumbing and Gas Inspector** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Kopelman & Paige P.C. as Town Counsel** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Leslie Davidson as Treasurer / Collector** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Erik Mansfield as Watershed District Designee** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.
- *Vote:* Ms. Harrison moved to appoint **Robert B. Brown as Wiring Inspector** for a one-year term beginning on July 1, 2016 and ending on June 30, 2017. The motion carried unanimously.

Pingree Park Donation Form

The Pingree Park Playground Committee was appointed by the BOS on June 14. The Committee was charged to develop potential designs for a new playground and make a recommendation to the BOS. As a part of this process the Committee is to conduct fundraising. The BOS must approve the Pingree Park Donation Form for the fundraising on behalf of the Town.

Vote: Ms. Harrison moved and it was seconded, to approve the Pingree Park Playground Gift/ Donation Solicitation Form. The motion carried unanimously.

MINUTES – Executive Session (ES) March 15, 2016

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

Ms. Roebuck is reviewing all approved and held ES minutes for release.

EXECUTIVE SESSION (ES) Water Superintendent; Town Administrator

VOTE: Mr. Clemenz moved and it was seconded, the BOS enter into Executive session under MGL 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 regarding the Water Superintendent and the Town Administrator and to return to open session for further discussion and potential vote. The motion carried unanimously by roll call vote.

The Selectmen returned to open session to take action on the contracts as discussed in executive session.

Water Superintendent

Vote: Mr. Harrison moved, and it was seconded, to approve the proposed terms of the contract for the Water Superintendent, Erik Mansfield. The motion carried unanimously.

Town Administrator

Vote: Ms. Harrison moved, and it was seconded, to approve a salary increase for the Town Administrator, Peter Lombardi to \$112,000 based on his commendable performance evaluation and to align his salary with the Town compensation and classification study. The motion carried unanimously.

The Selectmen will recommend a reserve fund transfer to the Finance Committee to fund the salary increase.

ADJOURNMENT

The Selectmen unanimously adjourned at 9:30 PM.

Respectfully Submitted By
Catherine Tinsley
8.10.16