



Town of Wenham

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Selectmen / Town Administrator
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MEMORANDUM

TO: Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Town Administrator's Report
DATE: September 15, 2015

Personnel

Sheila Bouvier began work as the new full-time DPW/Water Administrative Assistant earlier this week. Sheila brings a wealth of experience to the table, having worked at Verizon for more than 25 years both in customer service and with their engineers, technicians, and construction teams. I would like to recognize Aleah Gates for her service to the organization and the community, having taken on a variety of part-time roles in Town Hall over the past several years.

Next week, we have preliminary interviews scheduled for the Permitting Coordinator and Special Project Assistant position, and we will continue to vet candidates for the Finance Assistant and Payroll Clerk position.

Pool Project

The design team from Bargmann Hendrie + Archetype gave an informal presentation to the Hamilton Planning Board on September 1 which went well, with no significant issues being raised about the site plan, building aesthetics, materials, etc. They will now go back for formal Planning Board site plan review and approval later this month. BH+A is currently finalizing plan details and will put the project out to bid once they have Planning Board approval. Prior to bid issuance, we will be receiving a detailed cost analysis of the proposed project based on its final design to ensure that it comes in on budget.

The bid process will run concurrent with ZBA review, with a preliminary hearing scheduled for October 7. We have received an updated project schedule from the design team that anticipates the bid process occurring throughout October, site work beginning in November, and foundation and framing work starting in December. Based on these revised timelines, BH+A still has the project on track for a June completion.

Ipswich River Watershed Grant Opportunity

Wayne Castonguay, the Executive Director of the Ipswich River Watershed Association, met with the Water Commission last week to discuss submitting a regional grant application to analyze potential solutions for Wenham and other area communities (Danvers, Middleton, Topsfield, and Hamilton) to meet the impending new water withdrawal permit requirements. This joint application will seek approximately \$150,000 in Water

Management Act grant funding from DEP to cover the engineering and associated staff costs to collect data and devise plans to not only meet the revised mitigation standards but also identify potential alternative water sources. Horsley Witten is expected to lead this project, having previously completed a similar analysis for the Charles River basin communities under the same grant program.

The Town will be responsible for committing to a 20% local match but anticipate applying in-kind services to meet this program requirement. The Water Commission expressed their initial support and is awaiting notification of buy-in from the other impacted communities. They will review the draft grant application in the next several weeks, making their recommendation to the Board prior to final submission in mid-October.