

Approved 1.7.14

WENHAM BOARD OF SELECTMEN  
Meeting of Tuesday, November 26, 2013  
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 was held on November 12, 2013 at 7 P.M. in the Selectmen Chambers.

With a quorum present, Chairman Whittaker called the Board of Selectmen meeting to order at 7:15 P.M.

Selectmen Present: Ken Whittaker, Chair; Patrick Wilson, Vice Chair

Not Present: Jack Wilhelm

Also Present: Mark Andrews, Town Administrator; David Genereux, Finance Director; Catherine Tinsley, Minutes Secretary

Public Information

- Agenda
- Fall Town Meeting Election Warrant
- Draft CORI Policy
- Finance Report
- Minutes – October 22, 2013

Abbreviations used

BOS Board of Selectmen

WELCOME & OVERVIEW OF AGENDA  
PUBLIC INPUT

John Clemenzi, Stage Hill Road, followed up on his previous queries to the BOS regarding the creation of a policy for the use of the Town's CTY (so called reverse 911). Mr. Whittaker said decisions have been made on an ad hoc basis and he would continue to work on the criteria for the use of CTY by the end of the year.

PRESENTATION BY GUESTS

ANNOUNCEMENTS

Mr. Wilson announced the following:

- Openings on the following boards/committees:
  - HW Recreation Board
  - Historic District Commission
  - Council on Aging
  - Zoning Board of Appeals – one member/one alternate
- Wenham Village Improvement Society (WVIS) *Holiday Shop & Sip* – December 5, 2013
- Town Hall *Holiday Celebration* – December 5, 2013
- The WVIS *Senior Holiday Luncheon* at the Tea House - December 9, 2013
- 39<sup>th</sup> Annual Enon Brass *Evergreen Christmas Sing Along* - December 15, 2013
- Ethics Law Workshop – December 2, 2013
- Special Election Prop 2 ½ Debt Exclusion Ballot Question; voting is at Town Hall – December 12, 2013
- Energy Working Group Meeting – December 16, 2013

NEW BUSINESS

Lowell Police Academy Graduation Class of 2013 – Steven Farinato, Wenham Police Department Chief Tom Perkins was present and introduced Officer Farinato, who recently graduated from the Lowell Police Academy. Officer Farinato was ceremonially pinned by his wife.

Fiscal Year (FY) 2013 Independent Audit Report

Auditor James Powers, Powers, and Sullivan, was present and gave an overview of the FY 2013 Audit. He noted the Audit Report has been presented to the Audit Committee. The Audit Committee was made aware of the Town's long term unfunded, liability of pensions, and OPEB (Other Post Employment Benefits).

In the opinion of Powers & Sullivan, the FY 2013 was a "clean, unmodified" audit with no significant findings. The meeting was opened for questions

Mike Lucy, Chair of the Finance & Advisory Committee, responded to the unfunded liability saying the Finance Committee will be addressing this during the budget meetings. Powers & Sullivan will be asked to attend and participate.

#### Liquor License – Renewal

1. Wenham Tea House – All Pour License
2. Richdale – Package Store License
3. Henderson Café – One-Day Liquor License

The Police report found no violations and proprietors are operating in full compliance with the licenses.

1. *Vote: Mr. Wilson moved, and it was seconded, to grant renewal for an All Pour liquor license for the **Wenham Tea House** from January 1, 2014 through December 31, 2014. The motion carried unanimously.*
2. *Vote: Mr. Wilson moved, and it was seconded, to grant renewal for a Package Store liquor license for **Richdales** from January 1, 2014 through December 31, 2014. The motion carried unanimously.*
3. *Vote: Mr. Wilson moved, and it was seconded, to grant a one-day liquor license to **Henderson's Café** for December 5, 2013. The motion carried unanimously.*

#### Signing of Fall Special Town Meeting Election Warrant

*Vote: Mr. Wilson moved, and it was seconded, the BOS sign the Fall Special Town Meeting Election Warrant. The motion carried unanimously.*

#### Appointments

1. Cemetery Commission – *Vote: Mr. Wilson moved, and it was seconded, to appoint **Catherine Tinsley to the Wenham Cemetery Commission** through the 2014 elections. The motion carried unanimously.*
2. Joint Recreation Commission – *Vote: Mr. Wilson moved, and it was seconded, to appoint **John Cusolito to the Joint Recreation Committee** through to June 30, 2014. The motion carried unanimously.*
3. Board of Zoning Appeals (ZBA) - *Vote: Mr. Wilson moved, and it was seconded, to appoint **Jeremy Coffey** full member to the ZBA to fill the vacated seat, through June 30, 2014. The motion carried unanimously.*
4. Historic District Commission – *Vote: Mr. Wilson moved, and it was seconded, to appoint **Michael Therrien** to the HDC through June 30, 2014. The motion carried unanimously.*

#### Verizon Wireless Tower Proposal

Mr. Andrews gave an overview of a proposal from Verizon to explore the possibility for a Wireless Tower in Wenham's downtown area.

A Verizon representative was present and addressed the BOS saying the goal is to explore erecting a 100 foot cell tower in the downtown area to extend coverage in a much needed area. He clarified that Verizon would own the tower and lease the land. The standard lease is \$2,500 a month for 25 years. The tower would have an additional bay for another company to increase revenue. It was confirmed the tower in the Church steeple is not owned by Verizon, and is at capacity.

An Attorney for Verizon was also present, he assured the BOS that the wireless signal would not interfere with the Town's emergency radio system with Regional Dispatch in Middleton.

Mr. Wilson noted that the town has adopted a bylaw for locations of cell towers in town.

The BOS will take this under advisement.

#### Criminal Offender Record Information (CORI) - Draft Policy

Mr. Andrews recommended a draft policy be adopted by the BOS, that the Payroll Coordinator be the authorized person for completing CORI checks for perspective employees, volunteers, etc.

Mr. Genereux was present to answer questions.

Chairman Whittaker deferred this matter to the next meeting to allow time for review. No action was taken.

#### Donation of Equipment- Thermal Imaging Camera

Fire Chief Blanchard was present on behalf of the Wenham Fire Company to donate a Thermal Imaging Camera to the Town valued at \$4,000. The equipment was paid for by the Fire Company through fund raising events and the community was thanked for their support. Chief Blanchard talked about the importance of the camera to scan for fires behind walls and chimneys, lost/trapped people and pets.

*Vote: Mr. Wilson moved, and it was seconded, to accept the donation from the Fire Company under all applicable laws and bylaws. The motion carried unanimously.*

#### Hamilton Wenham Youth Soccer Association (HWYSA) Lease Agreement

Mr. Wilson summarized that the HWYSA wants to invest in the soccer fields and make improvements and is seeking to renew a lease agreement with the Town of Wenham. Citing Selectman Wilhelm's absence, Mr. Wilson recommended discussions regarding a lease continue when all the Selectmen are present.

### REPORTS

#### Town Administrator Report

Finance Status Report - David Genereux, Interim Finance Director gave an overview of the Finance Report.

- He began by clarifying a short fall in the Town Treasurer salary budget saying upon the resignation of the previous Town Accountant, revenue neutral changes were made to the staffing of the department, after the budget was voted at Town Meeting, leaving a short fall in one account which will be addressed by the Finance Committee. This is not an additional appropriation.
- The Health Insurance Audit was completed and some savings were found of about \$3,000. A validated list of active retirees has been documented.
- The tax rate has been set at \$18.88 per thousand of assessed value.

Mike Lucy, Chair of the Finance & Advisory Committee reported on the meeting with the Hamilton Wenham Regional School Committee saying the School Committee failed to act at that meeting on a proposal to refund surplus funds to the towns. He further explained that such a refund would be made after the HWRSD budget is fully funded. This year a savings of \$900,000 was found in the health insurance budget after an audit of the enrollment. The HWRSD Superintendent has requested additional time to review the budget.

Mr. Whittaker added that the BOS support a policy that a definitive base to return excess funds to the Towns.

It was noted there would be four vacancies on the School Committee for the next election.

#### Administrative Assistant – Update

The Town has received thirty applications for the Administrative Assistant position. A recommendation will be forthcoming to the BOS in mid December with an anticipated start date in early 2014.

#### MINUTES - October 22, 2013, November 12, 2013

*Vote: Mr. Wilson moved, and it was seconded, to approve the October 22, 2013 minutes. The motion carried unanimously.*

The minutes of November 12, 2013 were held for review and no action was taken.

Mr. Wilson gave a brief update on the leaf pickup saying the Department of Public Works (DPW) is starting the second round beginning on the West side of town. He offered the suggestion that residents could take a “green” approach by mulching the leaves, which could be beneficial for the lawn and decreases the workload on the DPW.

Mr. Andrews gave a brief update on the Essex Regional Dispatch Center saying Middleton and Topsfield are in the process to be brought on line next; these towns are part of the original six communities. He noted other communities have expressed an interest in joining the Essex Regional Dispatch Center.

*VOTE: Mr. Wilson moved to adjourn at 9:10 P.M. and it was unanimous to do so.*

Respectfully submitted by

Catherine Tinsley  
12.11.12