

Approved 1.7.14

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, December 10, 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 December 10, 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 P.M.

Selectmen Present: Ken Whittaker, Chair; Patrick Wilson, Vice Chair; Jack Wilhelm, Secretary

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

Public Information

Agenda

Draft 2015 Budget Preparation & Town Meeting Schedule

Draft CORI Policy

CTY Outline

Finance Report – November 2013

Minutes – 7.2.13 10.1.13 11.12.13 11.14.13

Abbreviations used

BOS Board of Selectmen

WELCOME & OVERVIEW OF AGENDA

PUBLIC INPUT

PRESENTATION BY GUESTS

ANNOUNCEMENTS

Mr. Wilson made the following announcements:

- Volunteers are needed to serve on the:
 - Council on Aging
 - Zoning Board of Appeals – one member/one alternate
- 39th Annual Enon Brass *Evergreen Christmas Sing Along* - December 15, 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
- Town Hall closing at 12:00 P.M. on December 24th & December 31st
- Cancellation of BOS meeting of December 24, 2013
- BOS Meeting Schedule 2014- First and Third Tuesdays starting January 7th
- Community Preservation Act – Grant applications are available and must be submitted to Town Hall by Friday, January 10, 2013.
- Affordable Housing Trust – The affordable unit on Friend Court is undergoing renovations; volunteers are asked to help with the painting on December 14, 2013.

NEW BUSINESS

Appointment: Transition from Acting to Permanent Sergeant Position – Michael Mscisz

Police Chief Perkins was present to offer his recommendation of Michael Mscisz, Acting Police Sergeant to the permanent position of Sergeant of the Wenham Police Department.

VOTE: Mr. Wilson moved, and it was seconded, to appoint Michael Mscisz from Acting to permanent Sergeant of the Wenham Police Department. The motion carried unanimously.

Sergeant Mscisz was ceremonially pinned by his son.

Budget Process Outline

Mr. Genereux gave an overview of the FY15 budget process saying the Town Departments would be receiving the budget packets tomorrow. The budgets are to be completed by January 3, 2014, and will be available for public review by February 28, 2014.

Mr. Genereux went on to review:

- The tax rate is \$18.88; it is the goal of the Finance Committee to maintain or bring the tax rate down
- Until the Governors' budget comes out in January department budgets will be considered level funded.
- New Growth was funded at the FY 2014 level
- Maintain or reduce the Capital Budget in FY 15
- The Town will continue to implement the Fire Study, Union Contract, Grants, etc.
- Goals for FY 15:
 - Level services
 - Reduce the tax rate
 - Simplify the budget documents
 - Realize cost savings and efficiencies

Chairman Whittaker opened the meeting for questions/comments.

The Selectmen will be attending Finance & Advisory Committee budget meetings as needed, and if necessary, additional meetings will be scheduled. The Selectmen will have their budget binders by January 15, 2014. A budget narrative for operating and capital budgets will accompany the department budgets.

The Selectmen briefly discussed the importance to fund OPEB (Other Post Employment Benefits). Mr. Wilson suggested a policy for funding OPEB be written.

Mr. Wilson noted that last year was the first year for Departmental Budgets vs. Line Item budgets and asked for a follow up on the pros and cons of these formats and that a recommendation be made of which style is best for Wenham.

Web Site – update

Mr. Wilhelm announced the Town's new web site is up and running. He asked that residents give feedback on the use of the site, and what other information they want to see on the Town's web site.

Mary Morrow was present to give an overview of the new web site, that went live on December 2, 2013; the site is updated daily. It was the sense of those present that the new site is user friendly and includes key information.

CORI (Criminal Offender Record Information)

Chairman Whittaker said he reviewed the draft and submitted editorial comments. His comments will be incorporated into the draft and redistributed to the BOS.

Hamilton Wenham Youth Soccer Association, Inc. – Lease Agreement

Mr. Wilson reported the meetings and negotiations continue with HWYSA and are going well. A new lease should be ready shortly.

Update on Dog Bylaw

The Town Clerk, Trudy Reid, was present and reported that the Attorney General's office has approved the Town's request to change the animal control bylaw as voted at the Special Town Meeting on November 5, 2013. Ms. Reid stated the changes would go into effect January 1, 2014.

Ms. Reid noted the dog licenses have been updated and would be included with the mailing of the census in January 2014.

Ms. Reid informed the Selectmen that the State recommends the Town has an evacuation plan of Town Hall during elections. She is working with the Fire Chief Blanchard and Police Chief Perkins on such a plan and a training session will be held for election workers before the next Presidential election to ensure voted ballots, machines, unused ballots, voter lists, etc are handled properly during an evacuation.

Appointment Process

Historic District – Thomas Starr was present to talk to the BOS about his interest in joining the Historic District Commission. It was noted Mr. Starr also serves on the CPC as an at large representation.

Mr. Wilson referenced the charter of the Community Preservation Committee (CPC) and questioned if a person serving on a committee that has representation on the CPC, can serve on both that Committee and the CPC as a citizen at-large.

This will be looked into further.

Vote: Mr. Wilson moved, and it was seconded, that the Historic District Commission recommends an option. The motion carried unanimously.

Hamilton Wenham Downtown Development Plan

The Chairman opted to defer the discussion regarding Wenham's representation on the Hamilton Development Corp for when David Geikie could be present. This committee is studying the redevelopment of the Hamilton- Wenham Downtown Business District and recently received a \$25,000 grant from the Barr Foundation for this study that will include wastewater treatment options.

Verizon Cell Tower

Chairman Whittaker reviewed that a Verizon representative and attorney were present at the last BOS meeting on November 26, 2013 and requested the Town consider allowing Verizon to present a proposal for a cell tower in the downtown area. To date, Verizon has not been back in contact with the Town regarding this proposal. It was the consensus of the Board to defer discussions until the Town has received information.

Connect CTY

Chairman Whittaker drafted a Call Outline for the use of the CYT Connect system used to notify residents who chose to be contacted when there is important information. Mr. Whittaker proposed the system be used for:

- Weather Emergencies
- Traffic Emergency
- Public Service Emergencies
- Public Service Announcements

This protocol will be on the Town's web site, where residents can also sign up or discontinue to receive these messages.

Discussion of the Patton Pool Project

The Town of Hamilton has extended an invitation to the Wenham BOS to review and opine on the RFP (Request for Proposal) being issued on the pool as currently envisioned, but the bidding for the work be done in stages.

Mr. Wilhelm was invited to participate in a Blue Ribbon Pool Committee to review and take a fresh look at the project, including funding. Mr. Wilhelm is serving on this committee as an individual and is not representing the BOS.

Spring Annual Town Meeting Warrant

Chairman Whittaker said that the Government Study Committee's recommendation to propose a bylaw to change the organizational structure of the Town's independent boards and the authority/ and responsibilities of the Town Administrator may be considered as an article on the Annual Town Meeting Warrant. Mr. Whittaker will meet with the Government Study Committee to set up public hearings. There was no discussion.

Finance Report - David Genereux, Finance Director, reviewed the Finance Report, including there are two transfer requests being considered by the Finance & Advisory Committee at their meeting tomorrow night. One request is for \$29,575 for Library Staff Salary increases and \$17,382 to cover a deficit in the Treasurer Collector Salary line due to changes in staffing. He noted the funds are in another account and this is a cost neutral transfer.

The Report included a list of accomplishments by the Finance Department over the past 11 months. This will be done on an ongoing basis.

Leaf collection – Mr. Andrews reported the first round of leaf pickup in town has been completed and the second round has begun. The target date to finish is December 18, 2013.

Administrative Assistant – Mr. Andrews recommended Debra Morong be hired as the Town Administrator's Assistant. The Screening Committee reviewed thirty resumes and conducted six interviews. It was unanimous to recommend Ms. Morong for the position.

Mr. Andrews reported the job has been changed to a salaried position and the annual salary was increased from \$41,000 to \$45,000. This will be reviewed in six months.

Vote: Mr. Wilson moved, and it was seconded, that Debra Morong be hired as the Administrator Assistant to the Town Administrator. The motion carried unanimously.

The Sate Ethics Commission's seminar went very well. This information will be available on the Town's web site.

Minutes

*Vote: Mr. Wilson moved, and it was seconded, to approve the minutes of **July 2, 2013** as written. The motion carried unanimously.*

*Vote: Mr. Wilson moved, and it was seconded, to approve the minutes of **November 14, 2013** as written. The motion carried unanimously.*

The minutes of October 1, 2013 and November 12, 2013 were held for editing. No action was taken.

Vote: Mr. Wilson moved to adjourn at 8:36 P.M. and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley