

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, July 16, 2013
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Tuesday, July 16, 2013 at 7 pm in the Selectmen's Meeting Room.

With a quorum present, Mr. Whittaker called the Board of Selectmen meeting to order at 7:01 pm.

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

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

Public Information: Meeting Packet

Agenda

Draft Gift Policy

Cable License Renewal

ZBA – Letter

COA – Letters

AFSME Contract

Wenham Museum-Letter

Abbreviations used

BOS Board of Selectmen

TA Town Administrator

HWRSD Hamilton Wenham Regional School District

FY Fiscal Year

Announcements

The Wenham Police Department will be going through the State Certified Accreditation July 23-25, 2013.

The COA Appreciation Day is July 25, 2013 at the Mira Herrick Conference Room Senior Care Gloucester.

The Wenham COA Ice Cream Social is July 30 at the Wenham COA. This even is sponsored by Cherry Hill Farm.

The Historic District Commission has two vacant seats. This is a three-year appointment. Interested residents can contact the Town Administrator's office.

New Business

Draft Gift Policy – Mr. Andrews introduced the Gift Policy for potential giving to the Town under MGL Chapter 44, Section 53A. Town Counsel has reviewed the Policy.

The Policy includes forms for giving and outlined the following:

- This includes Gift Acceptance Authority
- Gift Acceptance Terms
- Solicitation of Gifts
- Gift Acceptance Process
- Gift Valuation and Vehicles, Cash

The BOS agreed to review the draft and continue the discussion at the next meeting.

Cable Television License Renewal Process – The renewal of the Cable Television licenses is a joint initiative with Hamilton. Volunteers are being sought to serve on a committee to negotiate a new cable contract with Comcast. The current license expires in 2015. Those interested in serving were asked to contact Chairman Whittaker.

Zoning Board Appointment Process – The BOS was notified by the Zoning Board of Appeals (ZBA) Chair, that a vacancy was eminent on the Board and recommended the appointment of Robin Ellis.

Mr. Wilson reviewed that the practice in the past is to announce vacancies, which was done at the last BOS meeting. He noted that the ZBA had also released this information. Mr. Andrews confirmed no other letters of interest were received. Mr. Wilhelm questioned how this announcement was publicized, noting the release date was July 8, 2013, saying he did not see the announcement in the local media. It was not known how the announcement was made either by the Town or by the ZBA.

Mr. Wilson suggested and it was agreed to appoint as recommended, Ms. Ellis as an alternate member through to July 31, 2013 and to re-publicize the vacant seat through the end of the month, at which time, the BOS would appoint to complete the term vacated by Jonathan Stringer, through 2014.

Vote: Mr. Wilson moved and it was seconded the BOS appoint Robin Ellis to serve as alternate member of the ZBA through July 31, 2013. The motion carried unanimously.

Mr. Wilhelm suggested the BOS concurrently post for an alternate member and a person to finish out the term. A message will be sent to the Hamilton-Wenham Chronicle, the Patch, the Salem News, and posted on the Town's web site. The BOS directed the TA to send a memo to all Town Boards/ Committees outlining the process to follow if a vacancy occurs. Chairman Whittaker will work with the TA to issue the notice.

The Chair recognized Michelle Bailey who suggested the BOS post all vacancies on the bottom of the meeting agenda.

Council on Aging (COA) Appointment - Mr. Wilhelm read a letter of interest from Kristen Crockett to serve on the COA Board of Directors.

Vote; Mr. Wilhelm recommended and moved, the BOS appoint Kristen Crockett to the COA Board of Directors. The motion was seconded and carried unanimously.

Council on Aging Coordinate Update and Status Report - Mr. Wilson recused himself citing that the candidate being discussed is a cousin to his wife. Mr. Wilson left the room.

Mr. Wilhelm reviewed that many applications (25) were received and reviewed by an ad hoc search committee for a COA Director. Four candidates were interviewed and it was unanimous to offer James Reynolds, Topsfield Road, the position.

Vote: Mr. Wilhelm moved, and it was seconded, that Jim Reynolds be offered the permanent position as the COA Director. The motion carried unanimously. Mr. Wilson returned to the meeting.

Affirmation and Vote American Federation of State, County, and Municipal Employees, AFL-CIO Council 93, Local 2905 (AFSME) Contract. Mr. Wilhelm explained that although it was the intention of the Board to approve the AFSME contract, the BOS inadvertently did not take a formal vote at their previous meeting.

Vote: Mr. Wilhelm moved, and it was seconded, the BOS affirm their vote to approve the AFSME Contract for the period of July 1, 2013 through June 30, 2016 as described at the last BOS meeting (July 2, 2013). The motion carried unanimously.

Community Innovation Challenge Grant (CICG)– The BOS were asked to sign documents to allow the CICG funds to be processed by the Town. Mr. Andrews reviewed that this \$30,000 grant is to develop a regional infrastructure department (DPW) implementation plan for the Towns of Hamilton and Wenham and the HWRSD. There is an additional four million dollars in the FY14 State budget and the Town will pursue additional funds. A six member Steering Committee will be formed going forward to oversee the project.

The Collins Center, that assists towns in understanding regionalization opportunities, is doing the review. The BOS requested someone from the Collins Center attend a BOS meeting and update the Selectmen.

The Town has been granted an extension to filing the report for Period 1.

Vote: Mr. Wilson moved, and it was seconded, that the Town of Wenham approves the contract as provided by the State for the Community Innovation Challenge Grant and to authorize the Town Administrator to sign the contract. The motion carried unanimously.

Wenham Affordable Housing Trust - Mr. Wilson reviewed that the Affordable Housing Trust requested the BOS approve a loan to Harborlight Community Partners, for an affordable housing project in Wenham. This project is in an exploratory phase, but because this involves real estate negotiations, the discussions were held in Executive Session in June 2013 and included the Chair of the Trust and President of Harborlight.

Vote: Mr. Wilson moved, and it was seconded, to approve a loan by the Municipal Affordable Trust to Harborlight Community Partners for an amount not to exceed \$30,000 for further evaluation of a parcel of land in Wenham for a potential affordable housing project. The motion carried unanimously.

Mr. Wilhelm noted that the list of the Trustees was in need of updating.

Wenham Museum Family Festival – The BOS acknowledged a request from the Wenham Museum to use the grounds of the Town Hall for Wenham Days on August 24, 2013

Vote: Mr. Wilson moved, and it was seconded, to approve the request. The motion carried unanimously.

Reports

Finance Department Status Report –Interim Finance Director, David Genereux from Baystate Municipal Accounting, was present to update the BOS on the status of the Finance Department.

His report included:

WBOS 7.16.13

Postings continue to be up to date i.e. posting, cash receipts deposited, customer service
A summary of the Cemetery Funds; this will be provided to the Chair of the Cemetery Commission and BOS quarterly.
Cash reconciliation is completed through April
Recalculation of FY 14 salaries
Reports adjusted and recorded in Vadar- up to date
End of fiscal year 2013 processing; one final warrant will be processed
July 9 – Powers and Sullivan completed preliminary fieldwork for the Audit on July 9. The Audit is scheduled for the 3rd week in Sept.
Staffing of Finance Department including time/schedules to be distributed to all Boards/ Committees and posted publicly

Mr. Wilhelm noted he was appointed as member of the Audit Committee and asked if a meeting would be scheduled prior to the commencement of the audit. Mr. Andrews said he would schedule a meeting to approve the scope of the audit and areas of concerns.

Mr. Genereux reviewed the process of the preliminary audit.

Mr. Genereux reported that the Town received \$25,000 of additional credits that dated back to 2009 that had not been taken, explaining that the Town's insurance company, MIIA give credits to the town for employees that participated in programs. Mr. Genereux was recognized for his work.

Clarifying Cemetery Community Preservation Act (CPA) Funds – Mr. Wilson reviewed the process of the release of approved CPA funds, specifically as questioned by the Cemetery Commission for the restoration of old stones. He explained that CPA funds approved for use by Town Meeting, are not transferred directly to the grant recipient, but are used by the Finance Department to pay invoices. Cemetery Commissioner Michelle Bailey was also thanked for her efforts in clarifying the process. Mr. Andrews offered to co-sponsor with the BOS, a seminar on the process of CPA funding.

The Hamilton, Wenham Regional School District (HWRSD) has been asked to participate in the State's accelerated repair program. This may allow the Towns to receive 40% reimbursement from the State for work needed on the schools, e.r. boilers.

He noted the date of the Fall Town Meeting may need to be adjusted to accommodate this schedule for the towns to participate and receive 40% reimbursement from the state.

It was questioned if the estimates for work (sprinkler system) approved to be done this summer were too low, and if this has precluded the work from being completed. Mr. Whittaker said that there is conflicting information that needs to be clarified before it is addressed but he did understand there is a shortfall. The BOS asked for an update for the next meeting.

Mr. Wilhelm asked for an update regarding administration fees owed to Wenham from Hamilton for the Library.

Mr. Andrews said a joint Finance Committee is scheduled for July 31, 2013 and the towns are working to remediate any differences between the towns and to address each inter-municipal agreement separately to settle accounts. Mr. Whittaker noted he has information to review before the BOS discuss this further.

New Town Website – Mr. Whittaker noted the web site is a priority and asked to move the process forward. Mr. Andrews said he is waiting for feedback from the Department Heads.

The design phase is about a 4-week process.

Chairman Whittaker said that BOS would discuss sign policy revisions at the next meeting,

Minutes - June 18, 2013 open/es

Vote: Mr. Wilhelm moved, and it was seconded to approve the open meeting minutes of June 18, 2013 minutes. The motion carried unanimously.

Vote: Mr. Wilhelm moved, and it was seconded to approve the executive session minutes of June 18, 2013 minutes. The motion carried unanimously.

Vote: Mr. Wilhelm moved to adjourn at 8:13 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley
7.23.13

WBOS 7.16.13