



Town of Wenham
BOARD OF SELECTMEN

AGENDA

Tuesday, June 4th

5:45 PM

Wenham Town Hall – 138 Main Street

Notice of public meeting as required by M.G.L. Chpt. 30A §18-25

All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name & address.

5:45 P.M.

WELCOME: Call to order

Executive Session #3 under M.G.L. Ch. 30A, § 21 – To discuss strategy with respect to collective bargaining or litigation if the chair declares that an open meeting may have a detrimental effect on the bargaining or litigation position of the Town.

- Fire Chief
- Executive Assistant to Town Administrator

6:30 P.M.

PUBLIC INPUT: ITEMS NOT ON THE AGENDA

6:35 P.M.

ANNOUNCEMENTS

JW

1. Pingree Park Garden Opening Celebration – Hamilton-Wenham Garden Club & Town of Wenham
Saturday, June 8, 2019, 10:30am
2. Veterans Memorial Pool Opening – Saturday, June 8, 2019
3. Community Block Party – Saturday June 22, 2019, 4:00 – 9:00pm
4. Board & Committee Openings, visit wenhamma.gov for details
 - Audit Committee: 3 Openings - One Year Term – (1 Board of Selectmen, 1 Finance & Advisory Committee Member, 1 Resident)
 - Cemetery Commission: 1 Opening - Three Year Term
 - Community Preservation Committee: 2 Openings (At-Large) - Three Year Terms
 - Conservation Commission: 3 Openings - Three Year Terms
 - Council on Aging Board: 2 Openings - Three Year Terms
 - Finance & Advisory Committee: 1 Opening – Three Year Term
 - Hamilton-Wenham Community Access & Media: 3 Openings - Three Year Terms
 - Hamilton-Wenham Cultural Council: 2 Openings - Three Year Terms
 - Hamilton-Wenham Joint Recreation Board: 1 Opening – Three Year Term
 - Iron Rail Commission: 3 Openings - Three Year Terms
 - Open Space and Recreation Committee: 7 Openings - One Year Terms
 - Veterans Committee: 3 Openings - Three Year Terms
 - Wenham Affordable Housing Trust: 3 Openings - Two Year Terms
 - Wenham Issues of Social Service (WISSH): 5 Openings - Three Year Terms
 - Zoning Board of Appeals: 1 Opening - Three Year Term; 3 Associate Member Openings - (1 One Year, 1 Two Year & 1 Three Year)
5. Town Administrator Search Committee Update

6:45 P.M.

REPORTS

TOWN ADMINISTRATOR – Update
CHAIRMAN
SELECTMEN

6:50 P.M.

CONSENT AGENDA

CH

- A. One Day Liquor License Request – Kathleen Feldman, Wenham Museum, Chamber Meeting,
Wednesday, June 19, 2019, 5:00pm – 7:00pm
- B. Annual Block Party Road Closure Request – Puritan Road/Mayflower Street – August 3, 2019
- C. Minutes –
 - Open Session: May 13, 2019
 - Executive Session:

7:00 P.M.

NEW BUSINESS

D. Appointments (20 minutes)

JC

- ADA Coordinator: James Reynolds
- Assistant Inspector of Wires: Denis F. Curran, Jr.
- Fence Viewer: Brian M. Leathe
- Finance Director / Treasurer/Collector: Patricia A. Moore
- Fire Department: Call Captain Daniel C. Sullivan, Call Lieutenant Thomas D. Curran, Call Lieutenant Gary P. Blaney, Call Lieutenant Christopher J. Jones, Call Lieutenant Michael T. Binns
- Inspector of Wires: Robert J. Brown
- Local Inspectors: Richard Maloney, E. Peter Swindell
- Provisional Call Firefighters: Ryan C. Leboef, Roberto J. Oyola, Chris G. Swiniuch
- Plumbing & Gas Inspector: Kevin Dash
- Plumbing & Gas Inspector Assistant: David Perea

- Lumber, Surveyor of & Measurer of Wood & Bark: Gay W. Roland
- Massachusetts Bay Transportation Authority Representative: Paul E. Mendonca
- Moth Work, Superintendent of: Winslow E. Mulry
- Parking Clerk: Nicole J. Roebuck
- Records Access Officer: Dianne K. Bucco
- Town Counsel: KP Law

- | | |
|--|----|
| E. Review of Pleasant Pond Agreement Between the Towns of Hamilton and Wenham (10 minutes) | CH |
| F. Recommendations on FY19 Merit Pay for Non-Union Employees (10 minutes) | JW |
| G. Review and Approve Contract Conditions – Fire Chief | JW |
| H. Review and Approve Vacation Adjustment | JW |
| I. Review and Approve Vacation Carryovers | CH |
| J. Declaration of Surplus Vehicle – 1997 Freightliner Rescue Truck (5 minutes) | JC |
| K. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) | JW |

7:50 P.M.

ANTICIPATED ADJOURNMENT

Board of Selectmen Meeting Announcements – June 4, 2019

Jack Wilhelm

1. **Pingree Park Garden Opening Celebration**

On June 8, 2019 at 10:30 am there will be an Opening Celebration to the Pingree Park Garden. Please join the Hamilton-Wenham Garden Club and the Town of Wenham for a stroll through the garden, to meet Garden Club members and donors, and to learn about the different plants, shrubs, and trees that make up the gardens design. More information can be found at www.hwgardenclub.org.

2. **Veterans Pool Opening June 9th**

It's time for residents to purchase their Veterans Pool memberships from the Hamilton-Wenham Recreation Department. Pre-season pool hours begin Saturday, June 8th. Visit the Rec. Department online at hwrecreation.com or call 978-468-2178 with questions about the 2019 pool season.

3. **Community Block Party**

Save the date: On Saturday, June 22, 2019 from 4:00-9:00 pm, the annual community block party will occur. More information will be coming soon. Reach out to the Community House with questions.

4. **Board and Committee Openings**

There are many opportunities to get involved with the Town of Wenham.

[Audit Committee](#): 1 Opening - One Year Term; 1 BOS Opening - One Year Term; 1 FinCom Opening - One Year Term

[Cemetery Commission](#): 1 Opening - One Year Term

[Community Preservation Committee](#): 2 Openings (At-Large) - Three Year Terms

[Conservation Commission](#): 4 Openings - Three Year Terms

Council on Aging Board: 4 Openings - Three Year Terms

Finance & Advisory Committee: 1 Opening – Three Year Term

Hamilton-Wenham Community Access & Media: 3 Openings - Three Year Terms

Hamilton-Wenham Cultural Council: 2 Openings - Three Year Terms

Hamilton-Wenham Joint Recreation Board: 1 Opening – Three Year Term

Iron Rail Commission: 3 Openings - Three Year Terms

Open Space and Recreation Committee: 7 Openings - One Year Terms

Veterans Committee: 3 Openings - Three Year Terms

Wenham Affordable Housing Trust: 3 Openings - Two Year Terms

Wenham Issues of Social Service (WISSH): 4 Openings - Three Year Terms

Zoning Board of Appeals : 1 Opening - Three Year Term; 3 Associate Member Openings - (1 One Year, 1 Two Year & 1 Three Year)

Residents can submit their letter of interest on the Town website or by emailing nroebeck@wenhamma.gov. More information can be found by calling 978-468-5520 ext. 2 or by visiting the website at www.wenhamma.gov.

5. Town Administrator Search Committee Update

PINGREE PARK GARDEN OPENING

at Pingree Park in Wenham

PLEASE JOIN US!

Saturday, June 8, 2019

10:30 AM



An informal gathering for the Hamilton-Wenham community.
Come meet our donors, garden club members, and volunteers.

Enjoy a stroll through the garden paths.
Learn about the different plants, shrubs, and trees
selected for the garden design.
Visit our children's table.

*This garden is a collaboration of the
Hamilton-Wenham Garden Club and the Town of Wenham*

Find out more at
www.hwgardenclub.org

Important Pool Information

CONTACT INFORMATION

Recreation Office: (978) 468-2178 (prior to pool opening)

Pool Office: (978) 626-5280

MEMBERSHIP REGISTRATION

Memberships are **ONLY** available to residents of Hamilton or Wenham. Registration will open starting on Monday, March 4th. Memberships may be made online, in person, or over the phone. If the membership is not purchased in person, arrangements must be made with the Recreation Department to receive your passes.

MEMBERSHIP CARDS

Membership cards must be brought to the pool to gain access. Please make sure to bring **YOUR** own card and not someone else's. Staff may seek further information from the membership holder if deemed necessary.

PAYMENT

Memberships can be purchased via check or credit card, drop in fees can be paid at the pool by cash or check. Credit Card/ATM transactions are unavailable at the pool.

NON-RESIDENTS

Non-Residents may not enter the pool unless they are accompanying a resident with a guest pass. Information on how to obtain a guest pass is below in the membership page

WEATHER CLOSURES

The Pool will close immediately at the first sign of lightning, thunder or severe weather and remain closed for at least 30 minutes. The pool will not re-open until 30 minutes has passed without any additional sign of lightning, thunder or severe weather. During this time patrons will not be allowed to remain within the pool enclosure.

HEALTH AND SAFETY CLOSURES

In the event the pool water chemistry fails to comply with state regulations the pool will be closed to bathers until the water chemistry is brought back into compliance. Please make sure to take a cleansing shower before entering the pool.

EMERGENCY PROCEDURES

In the event of an injury or missing person, please notify the Pool Office immediately.

Returning Membership Holders

Membership cards purchased previously will be automatically activated if a membership is purchased for this season. A new membership card is only needed for first time membership holders.

POOL RENTALS

The Recreation Department will be renting out the pool on Sunday evenings between 6:30-8:00pm, please contact the office if you are interested. Prices will vary depending on the size of your group and the number of lifeguards needed. If space and/or staffing is available more than one group may rent the pool on the same date.

Open Swim Hours of Operation

(Swimmers Must Exit Water 15 minutes Prior to Close)

June 8th - June 23rd (Pre-Season)

Monday - Friday	2:00pm - 7:30pm
Saturday	11am - 7:30pm
Sunday	11am - 6:30pm

June 24th - August 18th (Regular Season)

Monday - Friday	12:30pm - 7:30pm
Saturday	11am - 7:30pm
Sunday	11am - 7pm

August 19th - August 25th (Post Season)

Daily	11am - 7pm
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The schedule for the 4th of July, and August 26th - September 1st will be released at a later date.

WE HAVE WIBITS!

A schedule of when the Wibits will be available for use will be released weekly during the summer. Please note that there will be no lap swim lane when the wibits are in use.



Hamilton
2 town PATRIOTIC CELEBRATION
Wenham

2019

Community
BLOCK PARTY

FIREWORKS
at dusk

Awesome
RAFFLES

SATURDAY
JUNE 22 { PATTON PARK
from 4-9 PM

****RAIN DATE: JUNE 23****

Decorate your bike! BEFORE THE PARADE FROM 3-4PM @ HW LIBRARY . Decorations provided on Sat.

MUSIC • KIDS ACTIVITIES • FOOD TRUCKS

OPENING CEREMONY • PATRIOTIC TRIBUTE • BIKE PARADE • VENDORS

\$20 WRISTBANDS FOR SPECIAL RIDES AND ACTIVITIES • \$10 FOR TODDLERS 2 AND UNDER

BAR AND ENTERTAINMENT AT THE COMMUNITY HOUSE 4:30 - 8:30



A collaboration of
 Hamilton-Wenham Recreation

Thank you to the many local organizations for supporting this community event.

BOARD & COMMITTEE OPENINGS

Current Board and Committee Openings

There are many opportunities to get involved in serving the Town of Wenham. Below you'll find a current list of our Board & Committee openings. Click the links to visit the respective Board or Committee webpage, and visit the Board of Selectmen's [Board & Committee Appointment & Re-Appointment Process](#) page for information on submitting a request to fill an opening. Please contact the Town Administrator's Office with any questions at 978-468-5520 x2.



Audit Committee

- 1 Opening - One Year Term*
- 1 BOS Opening - One Year Term*
- 1 FinCom Opening - One Year Term*

Cemetery Commission

- 1 Opening - One Year Term*

Community Preservation Committee

- 2 Openings (At-Large) - Three Year Terms*

Conservation Commission

- 4 Openings - Three Year Terms*

Council on Aging Board

- 4 Openings - Three Year Terms*

Finance & Advisory Committee

- 1 Opening - Three Year Term*

Hamilton-Wenham Community Access & Media

- 3 Openings - Three Year Terms*

Hamilton-Wenham Cultural Council

- 2 Openings - Three Year Terms*

Hamilton-Wenham Joint Recreation Board

- 1 Opening - Three Year Term*

Iron Rail Commission

3 Openings - Three Year Terms

Open Space and Recreation Committee

7 Openings - One Year Terms

Veterans Committee

3 Openings - Three Year Terms

Wenham Affordable Housing Trust

3 Openings - Two Year Terms

Wenham Issues of Social Service (WISSH)

4 Openings - Three Year Terms

Zoning Board of Appeals

1 Opening - Three Year Term

3 Associate Member Openings - (1 One Year, 1 Two Year & 1 Three Year)



SHARE

TOWN HALL HOURS

Monday 9am - 4:30pm

Tuesday 9am - 7pm

Wed & Thurs 9am-4:30pm

Friday 9am - 1pm

CONTACT TOWN HALL

Phone: 978-468-5520

Fax: 978-468-8014

138 Main Street

Wenham, MA 01984

RESOURCES

BOARD OF SELECTMEN MEETING

June 4, 2019

REPORTS

- INTERIM TOWN ADMINISTRATOR – Update
- CHAIRMAN
- SELECTMEN

BOARD OF SELECTMEN MEETING

June 4, 2019

**CONSENT AGENDA
DRAFT MOTION**

I move to approve all items in the Consent Agenda as presented.

CH

BOARD OF SELECTMEN MEETING

June 4, 2019

CONSENT AGENDA

A.

One Day Liquor License Request

Wenham Museum

Chamber Reception

132 Main Street

Wednesday, June 19, 2019

5:00pm – 7:00pm

- One Day Liquor License Application
- Certificates of Insurance
- Serve Safe & Tips Certifications
- Check for \$50
- Email recommendation from Tom Perkins, WPD Chief, May 29, 2019
- Email recommendation from Jeff Baxter, WFD Captain, May 30, 2019
- Email recommendation from Jackie Bresnahan, Permitting Coordinator & Special Projects Manager, May 29, 2019



Town of Wenham
Board of Selectmen

**Application for Special License
(One Day) Liquor License**

Please note applications for a Special Liquor License must be received by the Board of Selectmen at least **30 calendar days** prior to your function. This application may **not** be used for wine tasting events.

Event Title:	Chamber reception
Date of Event:	Wednesday, June 19 th
Start Time:	5pm
Expected End Time:	7pm
Address of Event:	132 Main Street
# of People Expected to Attend:	55
Open to Public or Private Event?	Private
Type of Event? <i>(fundraiser, party, golf tournament, etc.)</i>	Meeting
Event Location Description: <i>(private home, public area, function hall, etc.)</i>	The Wenham Museum
Indoor or Outdoor Event?	Indoor
Bar or Liquor Service Vehicles?	No
Contact Name:	Kathleen Feldman
Company/Organization Name:	The Wenham Museum
Phone Number:	978-468-2377 x 128
Email Address:	<u>Kathleen.feldman@wenhammuseum.org</u>

Requesting a License for Sale of:

All Alcoholic Beverages (non-profits only) \$50

Malt and Wine (for profit companies) \$100

The Licensed Activity or Enterprise is:

Non-Profit (May sell all forms of liquor)

For Profit (May sell wines and malt beverages only)

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? NO
Please inform the Wenham Police Department of your function if your expected attendees will exceed 75 guests at least one week prior to your event, as a police detail may be required. All outdoor events will require a designated area for liquor consumption and a police detail if open to the general public regardless of the number of attendees.

Please include a check with your application made payable to the "Town of Wenham" for the designated license fee (\$50 non-profits / \$100 all others).

Kathleen Feldman
Signature

5/23/19
Date

Kathleen Feldman
Print Name



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Leslie Ray Insurance Agency, Inc 129 Dodge Street Beverly MA 01915	CONTACT NAME: Lauren Goldman PHONE (A/C, No, Ext): (978) 927-2600 E-MAIL ADDRESS: laureng@leslieray.com FAX (A/C, No): (978) 927-8938																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Hanover Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>Norfolk & Dedham Mutual Fire Ins Co</td> <td>23965</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hanover Insurance Company		INSURER B:	Norfolk & Dedham Mutual Fire Ins Co	23965	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					
INSURED Wenham Historical Assoc. and Museum, Inc. 132 Main Street Wenham MA 01984																					

COVERAGES **CERTIFICATE NUMBER:** 18-19 Term w/Updated WC **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			ZBN9302014	08/21/2018	08/21/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse & Molestation \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UHN9313210	08/21/2018	08/21/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/>	WE144973A	10/30/2018	10/30/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

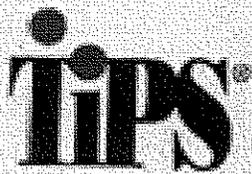
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT DATE: JUNE 19 2019

CERTIFICATE HOLDER**CANCELLATION**

Town of Wenham 138 Main St Wenham MA 01984	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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eTIPS On Promise 3.0

CERTIFIED

Issued: 3/13/2016

Expires: 3/13/2021

ID#: 4749919

Colleen M Boland
Fresh Food Catering
4 Monument St
Wenham, MA 01984-1325

For service visit us online at www.gettips.com

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Wenham Museum
132 Main Street
Wenham, MA 01984
978-468-2377

Salem Five Cents Savings Bank
53-7055/2113

6908

05/23/2019

PAY TO THE ORDER OF Town of Wenham

\$ **50.00

Fifty and 00/100*****

PROTECTED AGAINST FRAUD

DOLLARS

Town of Wenham
Town Hall
138 Main Street
Wenham,
Wenham, MA 01984

MEMO

Burton Z. Zorn



42014 INFLU1 INC. 1-800-433-8810



Intuit® CheckLock™ Secure Check

Jacqueline Bresnahan

From: Tom Perkins
Sent: Wednesday, May 29, 2019 1:53 PM
To: Jacqueline Bresnahan
Subject: RE: One Day Liquor License Request - Wenham Museum Chamber Reception 6.19.19

No issues or concerns

Thomas C. Perkins, Chief of Police

Wenham Police Department

1 Friend Court, P.O. Box 536

Wenham, MA 01984

978-468-5500 Extension 220

CONFIDENTIALITY:

The information contained files in this electronic mail message and any electronic files attached to it may be confidential information and may also be subject of legal professional privilege and or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender. This footnote also confirms that this email message has been checked for the presence of computer viruses.

From: Jacqueline Bresnahan
Sent: Wednesday, May 29, 2019 12:32 PM
To: Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter
Subject: One Day Liquor License Request - Wenham Museum Chamber Reception 6.19.19

All,
Please see the attached request from Kathleen Feldman at the Wenham Museum for a One Day Liquor License from the Town to all alcoholic beverages at a private Chamber reception at the Museum on Wednesday, June 19, 2019.

Please reply with your recommendation for the Board of Selectmen. I am covering for Nicci and ask that you reply ASAP so I can get the meeting paperwork together.

Thank you,
Jackie

Jackie Bresnahan
Permitting Coordinator and Special Projects Manager Town of Wenham
138 Main Street – (978)468-5520 x. 4

permitting@wenhamma.gov

-----Original Message-----

From: copier@wenhamma.gov [mailto:copier@wenhamma.gov]

Sent: Wednesday, May 29, 2019 12:43 PM

To: Jacqueline Bresnahan

Subject: Message from "RNP002673BFC2B6"

This E-mail was sent from "RNP002673BFC2B6" (MP 6503).

Scan Date: 05.29.2019 12:42:52 (-0400)

Queries to: copier@wenhamma.gov

Jacqueline Bresnahan

From: Jeff Baxter
Sent: Thursday, May 30, 2019 12:37 PM
To: Jacqueline Bresnahan
Subject: RE: One Day Liquor License Request - Wenham Museum Chamber Reception 6.19.19

Jackie
They all set for this one.

Thank you,
Jeffrey Baxter
Captain

Wenham Fire Department
140 Main St.
Wenham, MA 01984
Ph: 978-468-5508
Fax: 978-468-5509
Email: jbaxter@wenhamma.gov

This message and its contents are confidential and are intended for the use of the addressee only, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, this serves as notice that any unauthorized distribution, duplication, printing, or any other use is strictly prohibited. If you feel you have received this email in error, please delete the message and notify the sender so that we may prevent future occurrences

-----Original Message-----

From: Jacqueline Bresnahan
Sent: Wednesday, May 29, 2019 12:33 PM
To: Tom Perkins <tperkins@wenhamma.gov>; Kevin Dinapoli <KDiNapoli@wenhamma.gov>; Stephen B. Kavanagh <SKavanagh4@wenhamma.gov>; Jeff Baxter <JBaxter@wenhamma.gov>
Subject: One Day Liquor License Request - Wenham Museum Chamber Reception 6.19.19

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permitting@wenhamma.gov

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Scan Date: 05.29.2019 12:42:52 (-0400)
Queries to: copier@wenhamma.gov

Nicole Roebuck

From: Jacqueline Bresnahan
Sent: Wednesday, May 29, 2019 5:17 PM
To: Nicole Roebuck
Subject: FW: One Day Liquor License Request - Wenham Museum Chamber Reception 6.19.19

All set with Building Department.
Thanks,
Jackie

Jackie Bresnahan
Permitting Coordinator and Special Projects Manager Town of Wenham
138 Main Street – (978)468-5520 x. 4
permitting@wenhamma.gov

-----Original Message-----

From: Tom Perkins
Sent: Wednesday, May 29, 2019 1:53 PM
To: Jacqueline Bresnahan
Subject: RE: One Day Liquor License Request - Wenham Museum Chamber Reception 6.19.19

No issues or concerns

Thomas C. Perkins, Chief of Police

Wenham Police Department

1 Friend Court, P.O. Box 536

Wenham, MA 01984

978-468-5500 Extension 220

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138 Main Street – (978)468-5520 x. 4
permitting@wenhamma.gov

-----Original Message-----

From: copier@wenhamma.gov [mailto:copier@wenhamma.gov]

Sent: Wednesday, May 29, 2019 12:43 PM

To: Jacqueline Bresnahan

Subject: Message from "RNP002673BFC2B6"

This E-mail was sent from "RNP002673BFC2B6" (MP 6503).

Scan Date: 05.29.2019 12:42:52 (-0400)

Queries to: copier@wenhamma.gov

BOARD OF SELECTMEN MEETING

June 4, 2019

CONSENT AGENDA

B.

Road Closure Request

Annual Neighborhood Block Party

Mayflower Drive & Puritan Road

Saturday, August 3, 2019 (August 4 Rain Date)

2:00pm – 4:00pm

- Request from Laura Rivas, Mayflower Drive
- Email recommendation from Tom Perkins, WPD Chief, May 29, 2019
- Email recommendation from Stephen Kavanagh, WFD Chief, May 29, 2019

May 6, 2019

Wenham Board of Selectmen
138 Main Street
Wenham, MA 01984

Re: Request to Close Down Streets for Annual Neighborhood Block Party

To whom it may concern:

I am writing on behalf of several residents on Puritan Road and Mayflower Street to request that these roads be closed to traffic for a neighborhood block party on Saturday, Aug 3 (rain date Sunday, Aug 4) in the afternoon, from 2 pm until dusk. As you may recall, we have had this event for many years now and it's a great way for everyone to celebrate summer!

Thank you for your help.

Sincerely,

Laura Rivas
23 Mayflower Dr.
508-272-7830

Jacqueline Bresnahan

From: Tom Perkins
Sent: Wednesday, May 29, 2019 1:55 PM
To: Jacqueline Bresnahan
Subject: RE: Request to Close Down Streets for Annual Block Party - Mayflower and Puritan

No issues or concerns. We will arrange to drop off barricades as in pervious years. Thanks, Chief

Thomas C. Perkins, Chief of Police

Wenham Police Department

1 Friend Court, P.O. Box 536

Wenham, MA 01984

978-468-5500 Extension 220

CONFIDENTIALITY:

The information contained files in this electronic mail message and any electronic files attached to it may be confidential information and may also be subject of legal professional privilege and or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender. This footnote also confirms that this email message has been checked for the presence of computer viruses.

From: Jacqueline Bresnahan
Sent: Wednesday, May 29, 2019 12:37 PM
To: Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter
Subject: Request to Close Down Streets for Annual Block Party - Mayflower and Puritan

All,
Please see the attached request from Laura Rivas of Mayflower Drive regarding road closures for an annual neighborhood block party on Saturday August 3 (rain date August 4).
Please reply with your recommendation for the Board of Selectmen. I am covering for Nicci and ask that you reply ASAP so I can get the meeting paperwork together.

Thank you,
Jackie

Jackie Bresnahan
Permitting Coordinator and Special Projects Manager Town of Wenham
138 Main Street – (978)468-5520 x. 4
permitting@wenhamma.gov

-----Original Message-----

From: copier@wenhamma.gov [mailto:copier@wenhamma.gov]

Sent: Wednesday, May 29, 2019 12:43 PM

To: Jacqueline Bresnahan

Subject: Message from "RNP002673BFC2B6"

This E-mail was sent from "RNP002673BFC2B6" (MP 6503).

Scan Date: 05.29.2019 12:43:01 (-0400)

Queries to: copier@wenhamma.gov

Jacqueline Bresnahan

From: Stephen <wfddepchief@comcast.net>
Sent: Wednesday, May 29, 2019 12:54 PM
To: Jacqueline Bresnahan
Subject: Re: Request to Close Down Streets for Annual Block Party - Mayflower and Puritan

Follow Up Flag: Follow up
Flag Status: Flagged

Jackie, I don't see a problem with this request they have always been responsible. Thank you!

Sent from my iPhone

> On May 29, 2019, at 12:37 PM, Jacqueline Bresnahan <JBresnahan@wenhamma.gov> wrote:

>

> All,

> Please see the attached request from Laura Rivas of Mayflower Drive regarding road closures for an annual neighborhood block party on Saturday August 3 (rain date August 4).

> Please reply with your recommendation for the Board of Selectmen. I am covering for Nicci and ask that you reply ASAP so I can get the meeting paperwork together.

>

> Thank you,

> Jackie

>

> Jackie Bresnahan

> Permitting Coordinator and Special Projects Manager Town of Wenham

> 138 Main Street - (978)468-5520 x. 4

> permitting@wenhamma.gov

>

>

>

> -----Original Message-----

> From: copier@wenhamma.gov [<mailto:copier@wenhamma.gov>]

> Sent: Wednesday, May 29, 2019 12:43 PM

> To: Jacqueline Bresnahan

> Subject: Message from "RNP002673BFC2B6"

>

> This E-mail was sent from "RNP002673BFC2B6" (MP 6503).

>

> Scan Date: 05.29.2019 12:43:01 (-0400) Queries to: copier@wenhamma.gov

>

> <20190529124301102.pdf>

BOARD OF SELECTMEN MEETING

June 4, 2019

CONSENT AGENDA

C.

Meeting Minutes

- Open Session:
May 13, 2019

TOWN OF WENHAM
Board of Selectmen
Meeting of May 13, 2019
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 (BOS) was held on Monday May 13, 2019 at 5:45 pm in the Selectmen Chambers, first floor.

The Town of Wenham has a three-member Board of Selectmen elected for three-year terms with one seat up for election each year. Catherine Harrison (2020); John Clemenzi (2021); Jack Wilhelm (2022)
The Board of Selectmen serve as the chief executive body of the Town. The board's duties include in part appointing the Town Administrator and other board/committee members, developing goals and policies, preparing the town report, the annual budget, and presenting the warrant for Town Meeting.
The Board typically meets the first and third Tuesday of each month at 6:30 pm in Town Hall. The BOS meetings are posted on the Town calendar. All meetings are open to the public and may be viewed on local cable channels HWCAM.org or YouTube HWCAM

Call to Order - With a quorum present, Mr. Wilhelm called the BOS meeting to order at 5:45 pm
Selectmen present: Jack Wilhelm, Chair; John Clemenzi, Vice Chair; Catherine Harrison, Clerk
Also present: John Petrin, Interim Town Administrator; Catherine Tinsley, Recording Secretary

Public Information
The meeting was recorded by HWCAM with permission
Meeting packet

Executive Session - Fire Chief

Vote: Mr. Wilhelm moved to enter into executive session under M.G.L. Ch. 30A, § 21 (3) – To discuss strategy with respect to collective bargaining or litigation if the chair declares that an open meeting may have a detrimental effect on the bargaining or litigation position of the Town and to return to open session. The motion carried unanimously by roll call vote.

Return to open session at 6:25 and recessed to 6:30 pm

Public input – there was none

Announcements – Details are on the Town's Web Site

Mandatory Water Conservation Ban - Began May 1 according to Wenham's Water Conservation Bylaw
Pleasant Pond Stickers Now Available at Police Station & Town Clerk's Office
Memorial Day Ceremony – Monday May 27
Veteran's Breakfast at the Hamilton Legion Sunday Morning May 26
Veterans Memorial Pool Opening – Saturday June 9
Job Openings: Facilities Manager, visit wenhamma.gov for details

Reports

Town Administrator
Chairman
Selectmen – Mr. Clemenzi announced that Scout Master for Troop 28 Matt Bailey was awarded Scout Master of the Year.

Consent Agenda

Vote: Ms. Harrison moved to approve all items in the Consent Agenda as presented and it was unanimous to do so.

- A. One-Day Liquor License Request – Kathleen Feldman, Wenham Museum, Summer Soiree Saturday, June 8, 2019, 5:00pm – 8:00pm
- B. One-Day Liquor License Request – Molly Martins, Academy of Penguin Hall, Rotary Scholarship Fundraiser Saturday, June 15, 2019, 6:00pm – 11:00pm
- C. Minutes – Open Session: February 21, 2019

New Business

- Appointments
 - Town Administrator Screening Committee: Alexander J. Begin, Daniel P. Curran, Harriet P. Davis, Dorothy A. Goudie, Sarah F. Johnson, Michael S. Lucy, Paul E. Mendonca, Trudy Reid, Alison T. Calandra, Mary E. (Maribeth) Ting, William F. Weihs, Erica H. Wilson, Fredrick S. Woodland, Jr.
 - Town Administrator Screening Committee Appointment List
 - Letters of Interest

The recommendation from Mr. Petrin was for the BOS to rate the candidates; the top 7 scored candidates would be appointed to the Town Administrator Screening Committee.

Begin, Davis, Johnson, Lucy, Reid, Ting, Weihs

Ms. Harrison noted that the schedule for these meetings has not been set and those appointed should confirm their availability.

Mr. Wilhelm nominated Alex Begin as Chair to be affirmed by the Screening Committee.

Vote: Mr. Wilhelm moved to appoint Alex Begin, Harriet Davis, Sarah Johnson, Mike Lucy, Trudy Reid, and Maribeth Ting to the Town Administrator Screening Committee for a term beginning on May 13, 2019 and ending December 31, 2019.

- Board of Registrars: Christine M. Burnes, Randall L. (Randy) Craig, Daniel P. Curran, Jeffrey A. Ham, Michael J. Hammerl, Roney Hilliard (Hilly) Ebling, Nancy G. Ghriskey
 - Board of Registrars Appointment List
 - Memo from Dianne Bucco, Town Clerk, March 27, 2019
 - Letters of Interest

The Selectmen used a rating system and those with the highest scores were appointed:

Republican – Roney Hillard Ebling

Democrat – Christine Burnes

Vote: Mr. Clemenzi moved to appoint Roney Hillard Ebling as the Republican Board of Registrar and Christine Burnes as the Democratic Board of Registrars for a term beginning May 13, 2019 and ending March 31, 2020. The motion carried unanimously.

- Police Department
 - List of requested FY20 Appointments from Chief Thomas Perkins

Vote: Mr. Clemenzi moved to appoint the Wenham Police Department, from the list below, for one (1) year terms beginning July 1, 2019 and ending June 30, 2020. The motion carried unanimously.

Chief Thomas C. Perkins, Captain Kevin J. DiNapoli, Sergeant Michael J. Mscisz, Sergeant Christopher J. Machain, Patrolman David T. Marsh, Patrolman Mia N. Cefalo, Patrolman Amanda L. Cecchini, Patrolman Chad M. Labrie, Patrolman Jason Lucontoni, Patrolman Reini Perez

Reserve Officers: Michael F. Perry, Steven T. Farinato, John C. Freitas, Brian J. Pratt, Richard J. Sherry, Christopher T. Sanborn, Shawn T. Tinsley, Wesley S Izidoro, Scott W. Wood, David R. Farry, Lawrence M. Nestor, Travis J. Kneeland

Administrative Assistant: Susan M. Hersee

Chaplain: Dean W. Pederson

Liquor Agent: Kevin J. DiNapoli

Police Matrons: Susan M. Hersee, Catherine E. Tinsley, Mia N. Cefalo

- Fire Department
 - List of requested FY20 Appointments from Chief Stephen Kavanagh

Vote: Mr. Clemenzi moved to appoint the Wenham Fire Department, from the list below, for one (1) year terms beginning July 1, 2019 and ending June 30, 2020. The motion carried unanimously.

Captain and Fire Prevention Officer Jeffrey W. Baxter, Captain Daniel C. Sullivan, Lieutenant Thomas D. Curran, Lieutenant Gary P. Blaney, Lieutenant Christopher J. Jones, Lieutenant John H. Joyce, (Acting) Lieutenant Michael T. Binns

Call Firefighters: Richard C. Bertone, Denzel B. Birth, Benjamin P. Blanchette, Jason E. Braley, Robert Y. Gallinelli, Sean P. McCarthy, David Marsh, Erica R. Poitras, Michael P. Reynolds, Michael D. Schroeder, Leonard K. Tuneburg, William E. Wildes

Provisional Call Firefighters: Stephen M. Koutrakis, Anthony C. Nickas

Chaplain: Reverend Michael Duda

Oil Burner Inspector: Jeffrey W. Baxter

- The Community House Sundays in Patton Park Request

- Letter re: funding for *Sundays in Patton Park* from M. Elmer, Executive Director, Community House, March 19, 2019
- Event Flyer
- Event Sponsorship Form

Vote: Ms. Harrison moved the Board of Selectmen approve The Community House request for \$1,000.00 (or other amount) to help fund Sundays in Patton Park for the 2019 summer season. The motion carried unanimously

- Vacation Carryover Requests

Vacation time carried into the next fiscal year must be approved by the BOS and used by September 30, 2019 (90 Days) . There was one amendment to the list presented and no carry over request exceeds ten days.

Vote: Mr. Wilhelm moved the Board of Selectmen approve the Town Employee Vacation Carryover Request, as detailed in the attached memo, from FY19 into FY20 and to be used by September 30, 2019. The amendment will be documented for the file. The motion carried unanimously.

- Review and Potential Approval Iron Rail Roof Restoration Project Contract

Vote: Mr. Clemenzi moved to approve the proposed contract between the Town of Wenham and Unicon, Inc. for the Iron Rail Roof Restoration Project as presented and outlined in the attached Notice of Award dated May 6, 2019. The motion carried unanimously.

- Review and Potential Acceptance of 375th Anniversary Committee Donation

Vote: Mr. Clemenzi moved to extend the authorization of the Town Administrator to be able to accept gifts, both monetary and tangible property, under the value of \$500, that are being gifted to the Town by the 375th Anniversary Committee through June 30, 2019. The motion carried unanimously.

- Delegation of the Planning Board as Authorized Enforcement Agency under Chapter XXIV of the Town Wenham General Bylaws, Stormwater Management Bylaw

Vote: Ms. Harrison moved that the Board of Selectmen of the Town of Wenham delegate its powers and duties under the Town's Stormwater Management Bylaw, Chapter XXIV of the Town of Wenham General Bylaws to the Planning Board of the Town of Wenham, as the Authorized Enforcement Agency pursuant to Chapter XXIV, section 5 of the Town of Wenham General Bylaws. The motion carried unanimously.

- Potential Approval and Execution of Settler's Lane Quitclaim Deed

The 2019 Annual Town Meeting voted to accept Settler's Lane as a public street.

Vote: Mr. Wilhelm moved the Board of Selectmen pursuant to the vote taken under Article 14 of the April 6, 2019 Annual Town Meeting, hereby accepts the foregoing deed to Settler's Lane for public way purposes from 75 Arbor Street Development, LLC, pending Town Counsel's final approval of the documents. The motion carried unanimously.

The BOS will meet June 4 & June 18.

Adjournment- *The BOS unanimously adjourned at 7:15 pm*

Respectfully Submitted By
Catherine Tinsley
5.14.19

BOARD OF SELECTMEN MEETING

June 4, 2019

NEW BUSINESS

D.

Appointments

(20 minutes)

- **ADA Coordinator:** Jim Reynolds
- **Assistant Inspector of Wires:** Denis F. Curran, Jr.
- **Fence Viewer:** Brian M. Leathe
- **Finance Director / Treasurer/Collector:** Patricia A. Moore
- **Fire Department:** Call Captain Daniel C. Sullivan, Call Lieutenant Thomas D. Curran, Call Lieutenant Gary P. Blaney, Call Lieutenant Christopher J. Jones, Call Lieutenant Michael T. Binns
- **Inspector of Wires:** Robert J. Brown
- **Local Inspectors:** Richard Maloney, E. Peter Swindell
- **Provisional Call Firefighters:** Ryan C. Leboef, Roberto J. Oyola, Chris G. Swinich
- **Plumbing and Gas Inspector:** Kevin Dash
- **Plumbing and Gas Inspector Assistant:** David Preen
- **Lumber, Surveyor of & Measurer of Wood & Bark:** Gay W. Roland
- **Massachusetts Bay Transportation Authority Representative:** Paul E. Mendonca
- **Moth Work, Superintendent of:** Winslow E. Mulry
- **Parking Clerk:** Nicole J. Roebuck
- **Records Access Officer:** Dianne K. Bucco
- **Town Counsel:** KP Law

BOARD OF SELECTMEN MEETING

June 4, 2019

DRAFT MOTION

Appointments

- Vote: I move to appoint **Jim Reynolds** as **ADA Coordinator** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Denis F. Curran, Jr.** as **Assistant Inspector of Wires** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Brian M. Leathe** as **Fence Viewer** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Patricia A. Moore** as **Finance Director / Treasurer/Collector** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Call Captain Daniel C. Sullivan, Call Lieutenant Thomas D. Curran, Call Lieutenant Gary P. Blaney, Call Lieutenant Christopher J. Jones, Call Lieutenant Michael T. Binns** to the Fire Department for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Robert J. Brown** as **Inspector of Wires** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Richard Maloney** and **E. Peter Swindell** as **Local Inspectors** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Ryan C. Leboef**, **Roberto J. Oyola**, and **Chris G. Swinich** as **Provisional Call Firefighters** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Kevin Dash** as **Plumbing and Gas Inspector** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **David Pereen** as **Plumbing and Gas Inspector Assistant** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Gay W. Roland** as **Lumber, Surveyor of & Measurer of Wood & Bark** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Paul E. Mendonca** as **Massachusetts Bay Transportation Authority Representative** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30,

Seconded / Discussion/ Vote

- Vote: I move to appoint **Winslow E. Mulry** as **Moth Work, Superintendent of** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Nicole J. Roebuck** as **Parking Clerk** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **Dianne K. Bucco** as **Records Access Officer** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

- Vote: I move to appoint **KP Law** as **Town Counsel** for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 4, 2019

NEW BUSINESS

E.

**Review of Pleasant Pond Agreement Between the
Towns of Hamilton and Wenham**

(10 minutes)

- Pleasant Pond Agreement between the Towns of Hamilton and Wenham from April 7, 2016 through June 30, 2019

**AGREEMENT BETWEEN THE TOWNS OF HAMILTON AND WENHAM
PLEASANT POND**

Agreement made as of April 7, 2016, ("Effective Date") by and between the Town of Hamilton ("Hamilton") and the Town of Wenham ("Wenham") pursuant to G.L. c. 40, § 4A, to provide continued access to and services in support of facilities at Pleasant Pond.

WHEREAS, Wenham and Hamilton seek to continue to provide access to residents of both communities to the amenities located at Pleasant Pond; and

WHEREAS, the parties recognize that Wenham shall continue to manage the operational aspects of this facility; and

WHEREAS, the parties believe that this intermunicipal arrangement will memorialize the financial contributions of each community;

NOW, THEREFORE, the town of Wenham by and through its Board of Selectmen and the town of Hamilton by and through its Town Manager agree to the following:

OPERATIONS

Wenham shall be considered to be the lead entity under this Agreement, responsible for determining adequate staffing levels and all personnel decisions, including hiring, firing, and discipline. All staff are Wenham employees.

Wenham will staff the Pleasant Pond facility 7 days a week from the weekend after Memorial Day through Labor Day weekend from 10AM to 6PM with one (1) gatekeeper and one (1) lifeguard, weather dependent. Wenham will be responsible for ensuring that all lifeguards are adequately trained. Wenham will provide each lifeguard with a communication device so that emergency services may be called when needed.

Wenham shall continue to be responsible for maintaining the grounds of Pleasant Pond and for testing water quality on a weekly basis when the facility is in operation. In the event that water quality is degraded such that public health and safety suggests curtailment or suspension of activities, Wenham is responsible for notifying residents that access is prohibited until water quality is restored to acceptable levels.

Stickers may be purchased by residents of Wenham and Hamilton from the Wenham Police Department or Wenham Town Clerk's Office. Residents are currently charged \$25 for the first sticker and \$10 for each additional sticker. Wenham reserves the right to increase these fees at any time but shall provide at least thirty (30) days' written notice to Hamilton in advance of any such fee increase.

COST-SHARING

A. Expenses. The parties will share the costs of consumable materials used to provide services and the costs incurred to staff the facility during the season. Durable goods and equipment, such as communication devices and Public Works equipment, shall be paid for solely by Wenham and remain solely Wenham property.

B. Estimated Budget. For budgeting purposes, by January 1 of each year, the Wenham Town Administrator will present the Hamilton Town Manager with an estimate of the cost for all work under this Agreement for the upcoming fiscal year and an estimate of the proportional share of Hamilton's contribution based on an average of the number of stickers sold to Hamilton residents over the previous three (3) years to the total number of stickers sold over the same time period.

C. Billing. Wenham will bill Hamilton for its proportionate share of the Estimated Budget. Billing shall be made on a semi-annual basis. Remittance shall be made within thirty days of receipt of each statement. In the first year of this Agreement, the maximum financial liability for each shall be the proportionate share of the Budget approved for the upcoming fiscal year.

Wenham shall maintain detailed records of all of the hours worked by Pleasant Pond staff and material, supply, and equipment costs. These records shall be made available for review by Hamilton upon request. Financial statements summarizing the services provided under this Agreement shall be provided by Wenham to Hamilton on an annual basis within thirty days of the end of each fiscal year. All financial accounts for the Pleasant Pond activities shall be audited as part of the regular annual audit of Wenham finances.

D. Reconciliation. After the end of each fiscal year, no later than September 1, Wenham will calculate the actual Expenses for all actual services performed after subtracting the revenue from the sale of stickers. The difference between the estimated and billed amounts and the actual net costs will be applied to the new fiscal year budget as a credit to the overpaying town by the Finance Directors as a reconciling item if it is calculated that a town has paid more than its proportionate share as set forth in Section C of this agreement.

RESOLUTION OF DISPUTES

In the event that disputes arise among the parties in the interpretation or performance of this Agreement, the dispute shall be submitted to an independent mediator agreed to by all parties, the costs of which shall be equally borne by all. In the event that the mediator's recommendations are not accepted, then any party may seek review in the Salem Superior Court.

INDEMNIFICATION

In the event that any claims, demands, suits, causes of action, costs, and expenses arise with respect to the services provided pursuant to this Agreement, and to the extent permitted by Massachusetts General Laws Chapter 258 and other applicable law, and in recognition that all operations are solely the responsibility of Wenham, Wenham shall indemnify, defend and hold

*Including any
costs incurred for
lifeguard certification.*

harmless Hamilton from and against any such claims, demands, suits, causes of actions, costs and expends, including reasonable attorneys' fees and legal costs, but only to the extent that they arise from or relate to the negligent acts or omissions of Wenham, or its agents, servants, or employees. By entering into this Agreement, neither of the parties has waived any governmental immunity or limitation of liability or damages which may be extended to them by operation of law. This Agreement is by and between Wenham and Hamilton and each states that this is intended for their mutual benefit alone and is not intended to confer any express or implied benefits on any other person. This Agreement is not intended to confer third party beneficiary status on any person.

AMENDMENT

This Agreement may not be modified except as may be agreed to in writing and executed by both parties.

TERM OF AGREEMENT

This Agreement shall remain in effect through June 30, 2019. This Agreement may be canceled upon written notice provided by either party to the other at least five (5) months in advance of the commencement of the following fiscal year, with payment due for services provided through the end of the fiscal year in which notice is given, and with financial obligations after termination only to the extent set forth in this Agreement.

TOWN OF HAMILTON BY:
HAMILTON TOWN MANAGER

Michael Leland

DATE: April 7, 2016

TOWN OF WENHAM BY:
WENHAM BOARD OF SELECTMEN

[Signature]
Catherine A. Harrison

[Signature]
DATE: 3-18-16

BOARD OF SELECTMEN MEETING

June 4, 2019

NEW BUSINESS

F.

Recommendations on FY19 Merit Pay for Non-Union Employees

(10 minutes)

- Draft Motion
- Placeholder

BOARD OF SELECTMEN MEETING

June 4, 2019

DRAFT MOTION

**FY 19 Merit Pay for Non-Union
Employees**

- Vote: I move the Board of Selectmen approve the FY 19 Merit Pay for Non-Union Employees, as detailed in the attached documentation from the Interim Town Administrator.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 4, 2019

NEW BUSINESS

G.

**Review and Approve Contract Conditions – Fire
Chief**

(5 minutes)

- Draft Motion

BOARD OF SELECTMEN MEETING

June 4, 2019

DRAFT MOTION

Fire Chief Contract Conditions

- Vote: I move the Board of Selectmen approve the Fire Chief Contract Conditions as identified in the Offer to Extend the Contract dated June 3, 2019.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 4, 2019

NEW BUSINESS

H.

Review and Approve Vacation Adjustment

(5 minutes)

- Draft Motion

BOARD OF SELECTMEN MEETING

June 4, 2019

DRAFT MOTION
Vacation Adjustment

- Vote: I move the Board of Selectmen approve the vacation adjustment for the Executive Assistant to the Town Administrator as presented by the Interim Town Administrator.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

June 4, 2019

NEW BUSINESS

I.

Review and Approve Vacation Carryovers

(5 minutes)

- Draft Motion
- Email from Margaret Hoffman, Planning Coordinator, May 30, 2019

BOARD OF SELECTMEN MEETING

June 4, 2019

DRAFT MOTION

Vacation Carryover Request

- Vote: I move the Board of Selectmen approve the Town Employee Vacation Carryover Request, as detailed in the attached emails, from FY19 into FY20 and to be used by September 30, 2019.

Seconded / Discussion/ Vote

Nicole Roebuck

From: Margaret Hoffman
Sent: Thursday, May 30, 2019 10:33 AM
To: Nicole Roebuck
Subject: RE: vacation carry overs

Hi Jackie,
I would like to carry over 31.5 vacation hours. Thank you. I checked with Christine who confirmed that Missy does not have any vacation time.
Margaret

From: Nicole Roebuck
Sent: Wednesday, May 29, 2019 6:01 PM
To: Margaret Hoffman
Subject: vacation carry overs

Marg,
This is on the agenda John gave me for June 4. Can you email me how much time you and Missy have tomorrow so I can include it in the packet and motion?
Thanks,
Jackie
On behalf of...

Nicci Roebuck
Executive Assistant
Town Administrator's Office

Town of Wenham
138 Main Street, Wenham, MA 01984
978-468-5520 x2

BOARD OF SELECTMEN MEETING

June 4, 2019

NEW BUSINESS

J.

**Declaration of Surplus Vehicle – 1997 Freightliner
Rescue Truck**

(5 minutes)

- Draft Motion
- Letter from Chief Kavanagh dated March 20, 2019 regarding request to declare the vehicle as surplus
- Form from Operational Services Division, State Surplus Property Office for Declaration of Surplus State Personal Property

BOARD OF SELECTMEN MEETING

June 4, 2019

DRAFT MOTION

Declaration of Surplus Vehicle

- Vote: I move the Board of Selectmen declare the 1997 Freightliner Rescue Truck as a Surplus Vehicle, per the recommendation of the Wenham Fire Chief.

Seconded / Discussion/ Vote



WENHAM FIRE DEPARTMENT
140 MAIN STREET
WENHAM, MA 01984-1497
"HOME OF ENON No. 1"

Emergency 9-1-1
Fire Prevention
Voice 978-468-5508
Fax 978-468-5509

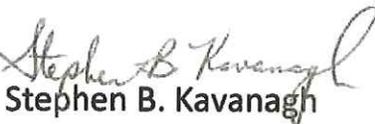
March 20, 2019

Honorable Board of Selectmen
Town of Wenham
Wenham Town Hall
138 Main Street
Wenham, MA 01984

To the Board of Selectmen,

I would like the Board of Selectmen to declare one 1997 Freightliner Rescue truck a surplus vehicle.

Sincerely,


Stephen B. Kavanagh
Chief

FORM OSD 25
DECLARATION OF SURPLUS STATE PERSONAL PROPERTY

Operational Services Division
 State Surplus Property Office
 One Ashburton Place, Room 1017
 Boston, MA 02108

Date: _____ Dept. Code _____ Org Number: _____ Agency Name: _____ Contact Person: _____ Telephone: _____ E-Mail Address: _____	Mailing Address: _____ _____ Storage Address: _____ _____	
* A signature is required certifying that all confidential and personal information data has been removed from all Surplus and worthless property.		
Signature _____	Title _____	Date _____

Description	Quantity	Age	Condition Code	Original Value	Dept. Inventory #

Condition Code	Definitions
A-1	New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.
A-2	New or unused property in good condition. Does not quite qualify for A-1 (because slightly shopworn, soiled, or similar), but condition does not impair utility.
A-3	New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, or damaged to the extent that utility is slightly impaired.
E-1	Used property, but repaired or renovated and in excellent condition.
E-2	Used property which has been repaired or renovated and while still in good condition, it has become worn form further use and cannot qualify for excellent condition.
E-3	Used property which has been repaired or renovated, but has deteriorated reconditioning and is only in fair condition. Further repairs or renovation required or expected to be needed in near future.
O-1	Property which has been slightly or moderately used, no repairs required and still in excellent condition.
O-2	Used property more worn than O-1, but still in good condition with considerable use left before any important repairs would be required.
O-3	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portions) worn and which should be replaced.
R-1	Used property still in excellent condition, but minor repairs required. Estimated cost of repairs would cost no more than 10% of the acquisition cost.
R-2	Used property in good condition, but considerable repairs required. Estimated cost of repairs would be from 11% to 25% of acquisition cost.
S - Salvage	Personal property that has some value in its basic material content, but which is in such condition that it has no reasonable prospect for use for any purpose as a unit and its repair or rehabilitation for use as a unit is clearly impractical.
W - Worthless	Property that has no value at all.
* Estimated Cost:	Actual acquisition cost (original cost) or the agency surplus officer's best estimate of the acquisition cost.
Please Note:	If you code items using the S or W condition code, please list this property on a separate OSD-25 form.

BOARD OF SELECTMEN MEETING

June 4, 2019

NEW BUSINESS

K.

**Other matters, as may not have been reasonably
anticipated by the Chair
(Discussion Only)**

