



Town of Wenham  
BOARD OF SELECTMEN

**AGENDA**

Tuesday, June 4<sup>th</sup>

**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](http://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**

**JC**

- D. Appointments (20 minutes)
  - 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 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

- |                                                                                              |    |
|----------------------------------------------------------------------------------------------|----|
| 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.

<b>ANTICIPATED ADJOURNMENT</b>
--------------------------------

# 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](http://www.hwgardenclub.org).

## 2. **Veterans Pool Opening June 9<sup>th</sup>**

It's time for residents to purchase their Veterans Pool memberships from the Hamilton-Wenham Recreation Department. Pre-season pool hours begin Saturday, June 8<sup>th</sup>. Visit the Rec. Department online at [hwrecreation.com](http://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 [nroe buck@wenhamma.gov](mailto:nroe buck@wenhamma.gov). More information can be found by calling 978-468-5520 ext. 2 or by visiting the website at [www.wenhamma.gov](http://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](http://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
-------	------------

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.*





*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

**SalemFive**  
CHARITABLE FOUNDATION

**COLE**  
LANDSCAPING & INC.  
YOUR OUTDOOR LIVING PROFESSIONALS



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.



SHARE

### **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.

**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.

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

  
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).

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

## 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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		ZBN9302014	08/21/2018	08/21/2019	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 250,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COM/PROP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Abuse &amp; Molestation</td><td>\$ 1,000,000</td></tr></table>	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 - COM/PROP AGG	\$ 2,000,000	Abuse & Molestation	\$ 1,000,000
	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 - COM/PROP AGG	\$ 2,000,000																				
Abuse & Molestation	\$ 1,000,000																				
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$						
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 \$	Y		UHN9313210	08/21/2018	08/21/2019	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 1,000,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$ 1,000,000										
EACH OCCURRENCE	\$ 1,000,000																				
AGGREGATE	\$ 1,000,000																				
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WE144973A	10/30/2018	10/30/2019	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table>	<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						
<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																				

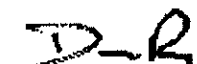
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT DATE: JUNE 19 2019

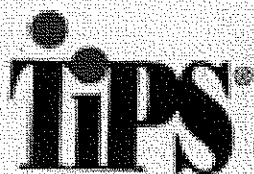
## CERTIFICATE HOLDER

Town of Wenham 138 Main St  Wenham MA 01984
------------------------------------------------------

## CANCELLATION

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 

© 1988-2015 ACORD CORPORATION. All rights reserved.



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](http://www.gettips.com)

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**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

*Burt Z. Zon*



Intuit® CheckLock™ Savings 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](mailto:permitting@wenhamma.gov)

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

From: [copier@wenhamma.gov](mailto: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](mailto: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](mailto: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](mailto:tperkins@wenhamma.gov)>; Kevin Dinapoli <[KDinapoli@wenhamma.gov](mailto:KDinapoli@wenhamma.gov)>; Stephen B. Kavanagh <[SKavanagh4@wenhamma.gov](mailto:SKavanagh4@wenhamma.gov)>; Jeff Baxter <[JBaxter@wenhamma.gov](mailto:JBaxter@wenhamma.gov)>  
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](mailto:permitting@wenhamma.gov)

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

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

### 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](mailto:permitting@wenhamma.gov)

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

From: [copier@wenhamma.gov](mailto:copier@wenhamma.gov) [mailto:[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](mailto: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](mailto:permitting@wenhamma.gov)

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

From: [copier@wenhamma.gov](mailto:copier@wenhamma.gov) [mailto:[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](mailto: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](mailto: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](mailto:permitting@wenhamma.gov)  
>  
>  
>  
> -----Original Message-----  
> From: [copier@wenhamma.gov](mailto:copier@wenhamma.gov) [mailto:[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](mailto: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 30A, §§ 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. Burns, Randall L. (Randy) Craig, Daniel P. Curran, Jeffrey A. Ham, Michael J. Hammerl, Roney Hilliard (Hilly) Ebling, Nancy G. Ghiskey

- 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 Hilliard 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 375<sup>th</sup> 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 375<sup>th</sup> 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 Pereen
- **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  
as well as 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

Page \_\_\_\_ of \_\_\_\_

Date: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Dept. Code \_\_\_\_\_ Org Number: \_\_\_\_\_  
Agency Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Storage Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail 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 #

Revised: 9/13/16

OSD 25

Contact the Surplus Property Program Office at [OSD\\_SSPO@state.ma.us](mailto:OSD_SSPO@state.ma.us) for an Excel spreadsheet you can submit by email.

Sensitivity level - low

<b>Condition Code</b>	<b>Definitions</b>
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)**

