



Town of Wenham  
BOARD OF SELECTMEN  
**AGENDA**

Tuesday August 7<sup>th</sup>  
5:45 PM

Wenham Town Hall – 138 Main Street  
*Notice of public meeting as required by M.G.L. Chpt.30 §18-28*

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**

Executive Session #3 under M.G.L. Ch. 30A, § 21 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares:

- 253 Larch Row

6:30 P.M.

**PUBLIC INPUT: ITEMS NOT ON THE AGENDA**

**ANNOUNCEMENTS**

1. Wenham Day – Saturday, August 25<sup>th</sup>, 10am – 4pm JW
2. 375<sup>th</sup> Anniversary Parade & Community Day – Saturday, September 8<sup>th</sup> CH
3. 3<sup>rd</sup> Annual Citizens Leadership Academy – Fall 2018 JC
4. Request for Letters of Interest to Fill Scholarship Fund, Educational Fund, and Elderly & Disabled Relief Committees JC

6:40 P.M.

**REPORTS**

TOWN ADMINISTRATOR – Update  
CHAIRMAN  
SELECTMEN

6:50 P.M.

**NEW BUSINESS**

- A. Appointments (5 minutes) JW
- Board of Election Registrars: Roseann Brozenske
  - Election Officers: Regina A. Baker, Bruce D. Blanchard, Judith H. Bubriski, Joseph P. Cavanaugh, Julie M. Clay, Karen Damour, Juliana F. Dodge, John W. Erhard, Jr. Laurie A. Erhard, Maryjo Favazza, Melanie A. Giacalone, Dorothy A. Goudie, Susan Herrick, Peter A. Hersee, Diana E. Lang, Patricia M. Lucy, Donald F. Luxton, Joanne B. Maestranzi, Paul E. Mendonca, Patricia K. Purdy, Stephanie B. Quinn, Evelyn M. Simpson, Lauren M. Swartz, Thomas Tanous, Lily C. Ting, Teresa A. Von Staats, William J. Wilson, III
  - Municipal Hearing Officer: Peter Lombardi
- B. Approval of Warrant for State Primary – Dianne Bucco (3 minutes) JC
- C. One Day Liquor Licenses Requests – (10 minutes) CH
1. Kathleen Feldman, The Wenham Museum, Private Dinner, Monday, August 13, 2018, 5:00pm – 8:00pm
  2. Kathleen Feldman, The Wenham Museum, Summer Fair, Saturday, August 25, 2018, 10:00am – 4:00pm
  3. Kathleen Feldman, The Wenham Museum, Attic Treasures Shop n' Sip, Friday, September 28, 2018, 5:00pm – 8:00pm
  4. Kate Thatcher – HW Mother's Club Membership Drive at The Wenham Museum, Wednesday, September 19, 2018, 7:30pm – 10:30pm
- D. Requests to Use Wenham Streets – (5 minutes) JC
1. A Reason to Ride Bike-A-Thon & 5K Walk, Sunday, September 9, 2018
  2. For the Love of Pete Memorial Motorcycle Ride, Sunday, September 23, 2018
- E. Annual Block Party Road Closure Request – Puritan/Mayflower, Saturday, August 25, 2018 (3 minutes) JW
- F. Review of New Housing Choice Small Town Capital Grant Program and Discussion of Potential Projects (10 minutes) CH
- G. Discussion of Affordable Housing Trust Action Plan (10 minutes) CH
- H. Review and Potential Approval of Draft Letter of Review for Open Space and Recreation Plan (15 minutes) JW
- I. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) CH

7:55 P.M.

**MINUTES**

Open Session: July 16, 2018; July 24, 2018

Executive Session: August 1, 2017; July 16, 2018; July 24, 2018

8:00 P.M.

**ANTICIPATED ADJOURNMENT**



## BOARD OF SELECTMEN MEETING

*August 7, 2018*

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# Wenham Museum

## SUMMER FAIR

**SATURDAY, AUGUST 25<sup>TH</sup> 10 AM-4 PM**  
**RAIN DATE: SUNDAY, AUGUST 26<sup>TH</sup>**

**Free Admission to Fair & Museum**

### **Live Entertainment**

♪ The Music Man 10AM ♪  
Sing along children's music

♪ Time & Again Band 12-3 PM ♪  
"Decades of Hits"

Demos by Mariana's Dancing Studio



**WENHAM  
MUSEUM**

Celebrating Childhood  
Connecting Generations  
Honoring Heritage

A Donor & Visitor Supported Nonprofit Institution

### **ARTISAN VENDORS**

**Fire Department  
Open House**

**PONY RIDES**

**Town Hall Open  
House**

**LAWN GAMES**

**Petting Zoo**

### **FOOD TRUCKS**

Fancy's Snoballs

Joe's on a Roll

Kim's Pure Pastry

Nana's Fried Dough

The Whoopie Wagon

### **BEER & SODA**

Ipswich Ale Tapmobile





Wenham's 375th Committee Presents

# WENHAM'S 375TH ANNIVERSARY CELEBRATION



JOIN US FOR A TOWN WIDE PARADE FOLLOWED  
BY A COMMUNITY DAY AT PINGREE PARK  
**September 8th**

Parade will start at the Buker School at 10:00 am  
Followed by the Community Day at Pingree Park from 11:30am-3:00pm

375th Anniversary Merchandise is available at the Town Clerk's Office

**[Facebook.com/wenham375/](https://www.facebook.com/wenham375/)**

Email [wenham375@wenhamma.gov](mailto:wenham375@wenhamma.gov) for questions or accommodations





# Coming this fall!

## Third Annual Town of Wenham Citizens Leadership Academy Fall 2018



Registration will open in August for the Third Annual  
Wenham Citizens Leadership Academy!

*Learn about department functions and services • Tour facilities  
Meet town staff and ask questions • Find new ways to get involved*



- 11 weekly sessions led by department heads.
- Academy is no cost for participants.
- All residents 18+ encouraged to attend.
- Registration will open in August.
- Academy concludes with a mock town meeting and graduation at a Board of Selectmen meeting.
- Thursday sessions starting on September 13



**Request for Letters of Interest to Fill**  
**Scholarship Fund, Educational Fund, and Elderly**  
**& Disabled Relief Committees**

In addition to the new veterans assistance fund, residents will also be given the option to donate to several other, previously established, funds on next month's tax bills. At Spring 2004 Town Meeting, residents approved local options MGL Chapter 60 Sections 3C and 3D. In doing so, they created a scholarship fund, an educational fund, and an elderly & disabled fund. For several years thereafter, residents were given the option on their tax bills to donate to these various funds, but that practice has been discontinued for a number of years.

Now that the Town is starting to once again give residents the opportunity to contribute to these various funds, the Board of Selectmen will appoint residents to each of these committees so that they can appropriately allocate funds that are collected through this process.

The current fund balances are as follows:

- Scholarship - \$3,951.98
- Education - \$10,345.43
- Elderly & Disabled - \$12,178.17

Please submit letters of interest by August 31, 2018 to the Town Administrator's Office at Wenham Town Hall, 138 Main Street or via email to [nroebuck@wenhamma.gov](mailto:nroebuck@wenhamma.gov).

Attachments:

M.G.L. Ch. 60, § 3C  
M.G.L. Ch. 60, § 3D



**Part I** ADMINISTRATION OF THE GOVERNMENT**Title IX** TAXATION**Chapter 60** COLLECTION OF LOCAL TAXES**Section 3C** CITY OR TOWN SCHOLARSHIP FUND; DONATION; DEPOSITS;  
DISTRIBUTION

*[ First paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]*

Section 3C. Any city or town which accepts the provisions of this section or has previously accepted chapter one hundred and ninety-four of the acts of nineteen hundred and eighty-six is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town can voluntarily check off, donate and pledge an amount not less than one dollar or such other designated amount which shall increase the amount otherwise due, and to establish a city or town scholarship fund, the purpose of which shall be to provide educational financial aid to deserving city and town residents in accordance with this section and to establish a city or town educational fund, the purpose of which shall be to provide supplemental educational funding for local educational needs or to provide funding for existing adult literacy programs.



*[ First paragraph as amended by 2016, 218, Secs. 159 and 160 effective November 7, 2016. For text effective until November 7, 2016, see above.]*

Any city or town which accepts the provisions of this section or has previously accepted chapter one hundred and ninety-four of the acts of nineteen hundred and eighty-six is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town can voluntarily check off, donate and pledge an amount not less than one dollar or such other designated amount which shall increase the amount otherwise due, and vote to establish a city or town scholarship fund, the purpose of which shall be to provide educational financial aid to deserving city and town residents in accordance with this section or to establish a city or town educational fund, the purpose of which shall be to provide supplemental educational funding for local educational needs or to provide funding for existing adult literacy programs.

Any amounts donated to the scholarship fund or educational fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest said funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust fund investments, except as otherwise specified herein. Interest earned upon such fund shall remain therewith and shall be used for the purpose of said fund without further appropriation.

*[ Introductory paragraph of third paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]*



In any city or town establishing a scholarship fund, there shall be a scholarship committee and educational fund committee to consist of the superintendent of the city or town schools or designee thereof, and no fewer than four residents of the city or town appointed by the board of selectmen to a term of three years. The scholarship committee or educational fund committee shall select the recipients of and amounts of financial aid from the scholarship fund and educational fund and shall be guided by any criteria established by the scholarship committee or educational fund committee subject to any ordinance or by-law and further subject to the following criteria:

*[ Introductory paragraph of third paragraph as amended by 2016, 218, Sec. 161 effective November 7, 2016. For text effective until November 7, 2016, see above.]*

In any city or town establishing a scholarship fund or educational fund, there shall be a scholarship committee or educational fund committee to consist of the superintendent of the city or town schools or designee, and no fewer than 4 residents of the city or town appointed by the mayor or board of selectmen to a term of 3 years. The scholarship committee or educational fund committee shall select the recipients of and amounts of financial aid from the scholarship fund and educational fund and shall be guided by any criteria established by the scholarship committee or educational fund committee subject to any ordinance or by-law and further subject to the following criteria:

(a) The recipients of financial aid must be residents of the city or town at the time the financial aid is first awarded and have been accepted to pursue education beyond the secondary school level at an institution deemed accredited by the committee.



(b) The committee shall take into consideration each recipients financial need, character, scholastic record and involvement in community work as well as extracurricular school activities.

*[ Fourth paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]*

The scholarship committee may distribute financial aid from both interest and principal of the fund, without further appropriation. The scholarship committee shall establish a procedure for determining at least on an annual basis the amounts or percentage of the funds that shall be authorized for distribution and for notifying the investing officer or agency so that the funds may be made available in a timely manner and with a minimum of penalties.

*[ Fourth paragraph as amended by 2016, 218, Sec. 162 effective November 7, 2016. For text effective until November 7, 2016, see above.]*

The scholarship committee may distribute financial aid, or the educational committee may distribute supplemental educational funds for the school, from both interest and principal of the fund without further appropriation. The scholarship committee or education committee shall establish a procedure for determining the amounts or percentage of the funds that shall be authorized for distribution and for notifying the investing officer or agency so that the funds may be made available in a timely manner and with a minimum of penalties.



**Part I** ADMINISTRATION OF THE GOVERNMENT**Title IX** TAXATION**Chapter 60** COLLECTION OF LOCAL TAXES**Section 3D** CITY OR TOWN AID TO ELDERLY AND DISABLED TAXATION FUND; VOLUNTARY CHECK OFF DONATIONS

Section 3D. A city or town which accepts the provisions of this section is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town may voluntarily check off, donate and pledge an amount not less than \$1 or such other designated amount which shall increase the amount otherwise due, and to establish a city or town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income.

Any amounts donated to said fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest said funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust



fund investments, except as otherwise specified herein. The fund, together with the interest earned thereon shall be used for the purpose specified in this section without further appropriation.

In any city or town establishing an aid to the elderly and disabled taxation fund, there shall be a taxation aid committee to consist of the chairman of the board of assessors, the city or town treasurer and three residents of the city or town to be appointed by the mayor or board of selectmen as the case may be. Said board shall adopt rules and regulations to carry out the provisions of this section and to identify the recipients of such aid.



## **BOARD OF SELECTMEN MEETING**

*August 7, 2018*

### **REPORTS**

- TOWN ADMINISTRATOR – Update
- CHAIRMAN
- SELECTMEN





# Town of Wenham

Selectmen / Town Administrator

TEL 978-468-5520

FAX 978-468-8014

## MEMORANDUM

TO: Board of Selectmen  
FROM: Peter Lombardi, Town Administrator  
RE: Town Administrator's Report  
DATE: August 7, 2018

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### **Hamilton-Wenham Public Library Strategic Plan**

The Hamilton-Wenham Public Library's Strategic Plan is set to expire next year. The Massachusetts Board of Library Commissioners recommends that all public libraries maintain a current plan to create a clear sense of purpose, articulate tangible goals and objectives, and serve as a five-year blueprint for library service planning. As with previous plans, the Town wants to get resident input in this process. The Strategic Planning Committee will only have one required meeting on the evening of October 11, 2018. At that time, the committee will join with a Massachusetts Library System facilitator to brainstorm library goals, discuss an action plan, and craft questions for a short survey that will allow for more community input. If you are interested in serving on this committee, please contact Library Director, Jan Dempsey at 978-468-5577 as soon as possible.

### **Bond Bill Authorizations for Wenham Projects**

I wanted to extend my appreciation to Senator Tarr and Representative Hill for their continued advocacy to secure funding for important upcoming infrastructure projects. Our legislative delegation was able to include \$480k and \$500k in the recently approved Environmental Bond Bill for drainage upgrades on Topsfield Road near the Rail Trail and restoration of the Miles River, respectively. Thanks to their efforts, another \$500k was included in the Economic Development Bond Bill for the installation of at least one traffic signal on Main Street. I will plan to work with them in the months ahead to identify opportunities to access funding to move these important projects forward in the next few years.

### **Regional Dispatch**

The Town received correspondence from Secretary Bennett regarding EOPSS's plan to have State 911 take over management of the RECC by next July 1. Although town officials uniformly cited the importance of maintaining an element of local control in our two meetings with state officials, there is no reference to the proposed governance structure in this letter. The next RECC Board meeting when details about this transition will be discussed will be held in September.



The Finance and Advisory Committee will be meeting in the next week or so to take up the \$9800 Reserve Fund Transfer request for the regional dispatch feasibility study so we can better understand our options with either Danvers or Hamilton.





The Commonwealth of Massachusetts  
Executive Office of Public Safety and  
Security

One Ashburton Place, Room 2133  
Boston, Massachusetts 02108

Tel: (617) 727-7775  
TTY Tel: (617) 727-6618  
Fax: (617) 727-4764  
[www.mass.gov/eops](http://www.mass.gov/eops)

**CHARLES D. BAKER**  
Governor

**KARYN E. POLITO**  
Lt. Governor

**DANIEL BENNETT**  
Secretary

August 1, 2018

C. Kenneth Gray  
Amesbury Mayor  
62 Friend Street, Mayor's Office  
Amesbury, MA 01913

Kellie A. Hebert  
Topsfield Town Administrator  
461 Boston Street, Unit E-6  
Topsfield, MA 01983

Brendhan Zubricki  
Essex Town Administrator  
30 Martin Street, 2<sup>nd</sup> Floor  
Essex, MA 01929

Peter Lombardi  
Wenham Town Administrator  
138 Main Street  
Wenham, MA 01984

Andrew Sheehan  
Middleton Town Administrator  
48 South Main Street, Memorial Hall  
Middleton, MA 01949

Re: Transition of the ECRECC to the State 911 Department

Dear Mayor and Town Administrators:

I am writing to assure you that the Executive Office of Public Safety and Security (EOPSS) and the State 911 Department are committed to transitioning the administration and operation of the Essex County Regional Emergency Communications Center and Wireless 911 Center (ECECC) from the Essex County Sheriff to the State 911 Department. This transition is the result of an effort to evaluate the mission and structure of each agency within my secretariat in order to identify opportunities to streamline and enhance the delivery of services to the public. As EOPSS Undersecretary Matthew Moran has stated to you previously, and I reiterate here, the State 911 Department is appropriately positioned to provide the critical resources to support the financing and operations of the ECRECC, while ensuring that the highest level of public safety services are provided to each member community and the citizens of the Commonwealth.

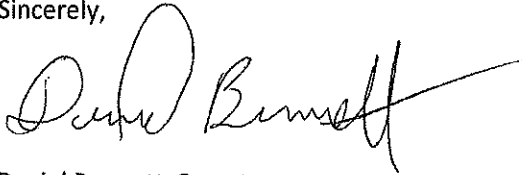
The details of the transition will be addressed and finalized over the ensuing months with needed input from each of the member communities. However, I am interested in having this transition completed on



or before July 1, 2019, and can assure you that the State 911 Department will fully fund the operation of the ECRECC at no cost to the member communities. I have directed Undersecretary Moran and State 911 Department Executive Director Frank Pozniak to make this transition a top priority.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Bennett", with a long horizontal flourish extending to the right.

Daniel Bennett, Secretary  
Executive Office of Public Safety and Security

cc: Matthew Moran, EOPSS Undersecretary for Forensic Sciences and Technology  
Frank Pozniak, Executive Director, State 911 Department



# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## NEW BUSINESS INDEX

- A. Appointments (5 minutes) JW
- Board of Election Registrars: Roseann Brozenske
  - Election Officers: Regina A. Baker, Bruce D. Blanchard, Judith H. Bubriski, Joseph P. Cavanaugh, Julie M. Clay, Karen Damour, Juliana F. Dodge, John W. Erhard, Jr. Laurie A. Erhard, Maryjo Favazza, Melanie A. Giacalone, Dorothy A. Goudie, Susan Herrick, Peter A. Hersee, Diana E. Lang, Patricia M. Lucy, Donald F. Luxton, Joanne B. Maestranzi, Paul E. Mendonca, Patricia K. Purdy, Stephanie B. Quinn, Evelyn M. Simpson, Lauren M. Swartz, Thomas Tanous, Lily C. Ting, Teresa A. Von Staats, William J. Wilson, III
  - Municipal Hearing Officer: Peter Lombardi
- B. Approval of Warrant for State Primary – Dianne Bucco (3 minutes) JC
- C. One Day Liquor Licenses Requests – (10 minutes) CH
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# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## NEW BUSINESS

### A.

### Appointments

*(5 minutes)*

- **Board of Election Registrars:** Roseann Brozenske
  - Email regarding interest in reappointment from Dianne Bucco, Town Clerk, June 21, 2018
  - M.G.L. Chapter 51, Section 15 Board of Registrars in Certain Cities and Towns
  - Board of Election Registrars Appointments Breakdown
  - Draft Motion
  
- **Election Officers:** Regina A. Baker, Bruce D. Blanchard, Judith H. Bubriski, Joseph P. Cavanaugh, Julie M. Clay, Karen Damour, Juliana F. Dodge, Laurie A. Erhard, John W. Erhard, Jr., Maryjo Favazza, Melanie A. Giacalone, Dorothy A. Goudie, Susan Herrick, Peter A. Hersee, Diana E. Lang, Patricia M. Lucy, Donald F. Luxton, Joanne B. Maestranzi, Paul E. Mendonca, Patricia K. Purdy, Stephanie B. Quinn, Evelyn M. Simpson, Lauren M. Swartz, Thomas Tanous, Lily C. Ting, Teresa A. Von Staats, William J. Wilson, III
  - Email regarding appointments from Dianne Bucco, Town Clerk, June 20, 2018
  - Draft Motion
  
- **Municipal Hearing Officer:** Peter Lombardi
  - M.G.L. Chapter 40U
  - 2018 Warrant for the Annual Town Meeting, Article 30: Local Acceptance and Bylaw Adoption: Administration of Fines
  - Draft Motion



## Nicole Roebuck

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**From:** Dianne Bucco  
**Sent:** Thursday, June 21, 2018 9:09 AM  
**To:** Nicole Roebuck  
**Subject:** FW: FW: Election Registrars

Roseann is up for another term with me!  
Thanks for checking on that

*Dianne K. Bucco, CMC, CMMC  
Wenham Town Clerk  
Justice of the Peace  
Nemci Class of 2017*

*138 Main Street, Wenham, MA 01984  
978-468-5520 x1  
dbucco@wenhamma.gov  
www.facebook.com/WenhamTownClerk*

**From:** Roseann Brozenske [mailto:rbrozenske@gmail.com]  
**Sent:** Wednesday, June 20, 2018 4:36 PM  
**To:** Dianne Bucco  
**Subject:** Re: FW: Election Registrars

Diane,

I'm planning to stay on. Time flies! I didn't realize my term is almost up.

Roseann

On Wed, Jun 20, 2018 at 1:47 PM Dianne Bucco <[DBucco@wenhamma.gov](mailto:DBucco@wenhamma.gov)> wrote:

Roseann

I think you are planning on staying on as registrar, right?

Let me know when you get a chance.

Thankyou

Dianne

*Dianne K. Bucco, CMC, CMMC  
Wenham Town Clerk  
Justice of the Peace*



**Part I** ADMINISTRATION OF THE GOVERNMENT**Title VIII** ELECTIONS**Chapter 51** VOTERS**Section 15** BOARD OF REGISTRARS IN CERTAIN CITIES AND TOWNS;  
APPOINTMENT; TERM OF OFFICE

Section 15. Except as provided in section seventeen, there shall be in every city, other than one having a board of election commissioners or an election commission, and in every town a board of registrars of voters consisting of the city or town clerk and three other persons who shall, in a city, be appointed by the mayor, with the approval of the aldermen, and in a town, by a writing signed by the selectmen and filed with the town clerk. When a board of registrars is first appointed, the registrars shall be appointed in February or March for terms respectively of one, two and three years, beginning with April first following. In February or March in every year after the original appointment, one registrar shall be appointed for the term of three years, beginning with April first following.

As the terms of the several registrars expire, and in case a vacancy occurs in the board of registrars of voters, the selectmen or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party. Every such appointment shall be made in



a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.



## BOARD OF SELECTMEN MEETING

*August 7, 2018*

### **Board of Election Registrars Appointments Breakdown**

In order to comply with M.G.L. Chapter 51 § 15, the current Board of Registrars appointments are recommended as listed below:

Polly Beyer	Three Year	April 1, 2016	March 31, 2019
Dan Curran	Three Year	March 20, 2018	March 31, 2020
Dianne Bucco	Three Year	April 1, 2017	March 31, 2020
Roseann Brozenske	Three Year	September 1, 2018	March 31, 2021



## BOARD OF SELECTMEN MEETING

*August 7, 2018*

### **DRAFT MOTION**

#### Board of Election Registrars Appointment

- Vote: I move to appoint Roseann Brozenske to the Board of Election Registrars for a term beginning on September 1, 2018 and ending on March 31, 2021.

Seconded / Discussion/ Vote



## Nicole Roebuck

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**From:** Dianne Bucco  
**Sent:** Wednesday, June 20, 2018 9:50 AM  
**To:** Nicole Roebuck  
**Subject:** election officers

Regina	A	Baker
Bruce	D	Blanchard
Judith	H	Bubriski
Joseph	P	Cavanaugh
Julie	M	Clay
Karen		Damour
Juliana	F	Dodge
Laurie	A	Erhard
John	W	Erhard, Jr
Maryjo		Favazza
Melanie	A	Giacalone
Dorothy	A	Goudie
Susan		Herrick
Peter	A	Hersee
Diana	E	Lang
Patricia	M	Lucy
Donald	F	Luxton
Joanne	B	Maestranzi
Paul	E	Mendonca
Patricia	K	Purdy
Stephanie	B	Quinn
Evelyn		Simpson
Lauren	M	Swartz
Thomas		Tanous
Lily	C	Ting
Teresa	A	Von Staats
William	J	Wilson III

*Dianne K. Bucco, CMC, CMMC*  
*Wenham Town Clerk*  
*Justice of the Peace*  
*Nemci Class of 2017*

*138 Main Street, Wenham, MA 01984*  
*978-468-5520 x1*  
*dbucco@wenhamma.gov*



# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## DRAFT MOTION

### Election Officer Appointments

- Vote: I move to appoint Regina A. Baker, Bruce D. Blanchard, Judith H. Bubriski, Joseph P. Cavanaugh, Julie M. Clay, Karen Damour, Juliana F. Dodge, John W. Erhard, Jr., Laurie A. Erhard, Maryjo Favazza, Melanie A. Giacalone, Dorothy A. Goudie, Susan Herrick, Peter A. Hersee, Diana E. Lang, Patricia M. Lucy, Donald M. Luxton, Joanne B. Maestranzi, Paul E. Mendonca, Patricia K. Purdy, Stephanie B. Quinn, Evelyn M. Simpson, Lauren M. Swartz, Thomas Tanous, Lily C. Ting, Teresa A. VonStaats, William J. Wilson III, as Election Officers for a (1) year term beginning September 1, 2018 and ending August 31, 2019.

Seconded / Discussion/ Vote



**MASSACHUSETTS GENERAL LAWS  
CHAPTER 40U**

**Section 1:** Definitions

Section 1. "Municipal hearing officer", a person appointed by the appointing authority of a municipality to conduct hearings of alleged code violations pursuant to this chapter.

"Unpaid charge", an unpaid fine incurred as a result of a violation of a rule, regulation, order, ordinance or by-law regulating the housing, sanitary or municipal snow and ice removal requirement.

**Section 2:** Effective date of chapter in municipality

Section 2. This chapter shall take effect in a municipality upon its acceptance.

**Section 3:** Procedures for payment of municipal fines; power to revoke or rescind

Section 3. A municipality that adopts this chapter shall, in the manner provided in this chapter adopt procedures for the payment of the municipal fines provided in this chapter and may revoke or rescind any such acceptance.

**Section 4:** Procedures for payment of fines determined by majority vote

Section 4. The adoption of procedures for the payment of certain municipal fines under this chapter shall be by majority vote of the city council or town meeting

**Section 5:** Sidewalk snow and ice removal; penalties for non-compliance; standards for clearance

Section 5. A municipality shall by ordinances and by-laws provide for the removal of snow and ice from sidewalks within such portions of the municipality as they consider expedient by the owner of land abutting such sidewalks. Such ordinances and by-laws shall determine the time and manner of removal and shall affix penalties, not exceeding \$200, for each such violation. Such ordinances and by-laws shall be specific as to the width of the area to be cleared and the standards for clearance.

**Section 6:** Municipal hearing officer

Section 6. A municipality shall appoint a municipal hearing officer. The officer shall hear appeals of violation notices issued within the municipality. The municipal hearing officer may be the same person appointed as a municipal hearing officer pursuant to chapter 148A.

**Section 7:** Administrative disposition of noncriminal violations

Section 7. A municipality may implement a system for the administrative disposition of noncriminal violations pursuant to section 21D of chapter 40.



## **Section 8:** Violation notices

Section 8. Every officer and inspector who takes notice of a violation of a rule, regulation, order, ordinance or by-law regulating the housing, sanitary or snow and ice removal requirement shall provide the offender with a notice forthwith, which shall be in tag form, to appear before the municipal hearing officer or the hearings officer's designee during regular office hours, not later than 21 days after the date of such violation. All tags shall be prepared in triplicate or by the use of an automated ticketing device and shall be pre-numbered.

## **Section 9:** Affixing of violation tags

Section 9. The tag shall be affixed securely to the building or, for a building with an onsite professionally-managed property office, delivered to the office during normal business hours and shall contain, but shall not be limited, to: the date, time and place of the violation, the specific violation charged, the name and badge number of the officer or inspector and his division, a schedule of payment for established fines and instructions for return of the tag.

## **Section 10:** Retention and delivery of violation notice copies

Section 10. Within 3 business days after completion of each shift, the officer or inspector shall give to his superior those copies of each notice of a violation issued during such shift. The superior shall retain and preserve 1 copy and shall, not later than the beginning of the next business day after receipt of the notice, deliver another copy to the municipal hearing officer before whom the offender has been notified to appear, unless the ticket was produced by an automated ticketing device, in which case no duplicate copies need be retained. The municipal hearing officer shall maintain a docket of all such notices to appear.

## **Section 11:** Schedule of fines for violations

Section 11. The municipality shall, by ordinance or by-law, establish a schedule of fines for violations subject to this chapter committed within the municipality; provided, however, that all such fines shall be uniform for the same offense committed in the same zone or district, if any. A fine established under this chapter shall not exceed the maximum allowable amount under the relevant sections of the housing or sanitary code or municipal snow and ice removal requirement, excluding late fees.

## **Section 12:** Return of notice of violation; payment; request for hearing; additional charges for non-payment

Section 12. Where a notice of violation is issued for a code violation, the alleged violator, within 21 days, shall return the notice of violation by mail, personally or by an authorized person, to the municipal hearing officer and shall either: (1) pay in full the scheduled fine by check, postal note, money order or other legal tender; or (2) request a hearing before the municipal hearing officer. Each violation issued shall contain a statement explaining the procedure to adjudicate the violation by mail. Any amounts paid shall be payable to the municipality. If a fine remains unpaid for 21 days and no hearing has been requested, a letter shall be sent to the property owner of record's mailing address and, if appropriate to the local individual or property management company responsible for the maintenance of the property, with a processing fee of not more than \$10, notifying him that the fine shall be paid within 30 days after receipt of that notice unless within 14 days of receiving that notice the property owner requests a hearing before the municipal hearing officer and swears in writing under the pains and penalties of perjury that the property owner did not receive the notice of violation. If the fine remains unpaid after that 30 day period, additional penalties and interest may be attached. Thereafter, any fine and additional penalties and interest that may be attached and which remain unpaid shall become an additional assessment on the property owner's tax bill. Such amount and cost relative thereto may



also be a lien upon such real estate as provided in section 42B of chapter 40. A municipality's determination of whether to place a lien on the property may involve the number of and the dollar amount of the violations on the property. The property owner of record shall be notified by certified mail of the lien on the property. No lien shall be removed without notice from the tax collector that all such matters have been disposed of in accordance with law. Additional charges equal to the amount required to file the lien and the amount required to release the lien shall be assessed against the owner of record for the purpose of ensuring that all costs associated with filing and release are recovered.

## **Section 13:** Challenge to validity of violation notice

Section 13. Any person notified to appear before the municipal hearing officer, as provided herein may, without waiving the right to a hearing provided by this chapter and without waiving judicial review as provided in section 14 of chapter 30A, challenge the validity of the violation notice and receive a review and disposition of the violation from the municipal hearing officer by mail. The alleged violator may, upon receipt of the notice to appear, send a signed statement of objections to the violation notice as well as signed statements from witnesses, police officers, government officials and other relevant parties. Photographs, diagrams, maps and other documents may also be sent with the statements. Any statements or materials sent to the municipal hearing officer for review shall have attached the person's name and complete address as well as the ticket number and the date of the violation. The municipal hearing officer shall, within 21 days after receipt of such material, review the material and dismiss or uphold the violation and notify the alleged violator by mail of the disposition of the hearing. If the outcome of the hearing is against the alleged violator, the municipal hearing officer shall explain the reasons for the outcome on the notice. Such review and disposition conducted by mail shall be informal, the rules of evidence shall not apply and the decision of the municipal hearing officer shall be final, subject to any hearing provisions provided by this chapter or to judicial review as provided in said section 14 of said chapter 30A.

## **Section 14:** Written request for hearing; time and location of hearing

Section 14. Notwithstanding section 21D of chapter 40, a person who desires to contest a violation of an ordinance or by-law of a municipality alleged in a notice to appear, pursuant to violations issued by a municipality in accordance with said section 21D of said chapter 40, shall request in writing a hearing before a municipal hearing officer. The notice to appear shall be in the format specified in said section 21D of said chapter 40, except that the third copy of the notice shall be submitted to the municipal hearing officer unless the ticket was produced by an automated ticketing device.

If the alleged violator requests a hearing before the municipal hearing officer in a timely manner, the municipal hearing officer shall schedule a hearing not later than 45 days after receiving the hearing request. The municipal hearing officer shall duly notify the alleged violator of the date, time and location of the hearing. Hearings shall be held on at least 2 evenings each month. When a hearing notice is sent, the alleged violator shall be given an opportunity to request a rescheduled hearing date. The municipal hearing officer so designated shall not be an employee or officer of the department associated with the issuance of the notice of violation.

The municipal hearing officer shall receive annual training in the conduct of administrative hearings. The hearing and disposition shall be informal and shall follow the rules set forth in chapter 30A. Rules for judicial proceedings shall not apply. In conducting the hearing, the municipal hearing officer shall determine whether the violation occurred and whether it was committed by the person notified to appear.

## **Section 15:** Appeal of decision of municipal hearing officer

Section 15. A person aggrieved by a decision of the municipal hearing officer may appeal to the district court, housing court or other court of competent jurisdiction pursuant to section 21D of chapter 40, on a form



provided by the municipality, and shall be entitled to a de novo hearing before a clerk magistrate of the court. The court shall consider such appeals under a civil standard. The aggrieved person shall file the appeal within 10 days after receiving notice of the decision from the municipal hearing officer who conducted the hearing.

### **Section 16:** Effect of failure to pay, request hearing or appear

Section 16. Any person who has received a notice of violation issued in accordance with this chapter who, within the prescribed time, fails to pay the same or fails to request a hearing before the municipal hearing officer or who fails to appear at the time and place of the hearing, shall be deemed responsible for the violation as stated in the notice of violation. Such finding of responsibility shall be considered prima facie evidence of the violation in a civil proceeding regarding that violation and shall be admissible as evidence in a subsequent criminal proceeding. If a person fails to appear at the scheduled hearing without good cause, the appeal shall be dismissed and the violator shall waive any further right of appeal. If the condition which caused the notice of violation to issue continues to exist, the finding of responsibility may also be used by a municipality as prima facie evidence of the existence of a violation in any proceeding to suspend or revoke any license, permit or certificate issued by such municipality relative to that building, structure or premises pending the correction of the condition.

### **Section 17:** Payments of fines, penalties or assessments to the general fund of municipality

Section 17. All fines, penalties or assessments in actions under this chapter shall be paid to the general fund of the municipality.

### **Section 18:** Local ordinances and by-laws superseded

Section 18. In a municipality that has accepted this chapter, this chapter shall supersede any local ordinances or by-laws to the contrary.



## **ARTICLE 30:**            **Local Acceptance and Bylaw Adoption: Administration of Fines**

To see if the Town will vote to accept the provisions of MGL Chapter 40U in its entirety, allowing for the administration of fines as a result of violations of any rule, regulation, order, or by-law regulating the housing, sanitary or municipal snow and ice removal requirements of the Town; and to amend the General Bylaws by adding a new Chapter XXIX as set forth below:

### **CHAPTER XXIX            ADMINISTRATION OF FINES FOR CERTAIN VIOLATIONS**

#### **SECTION 1**

The procedures for the payment and collection of unpaid municipal fines, as set forth in Chapter 40U of the Massachusetts General Laws, are hereby adopted.

#### **SECTION 2**

The Board of Selectmen shall appoint a Municipal Hearing Officer to conduct hearings of alleged violations of the Bylaws and Regulations specified in this Chapter.

#### **SECTION 3**

The following Bylaws and Regulations and the specified penalties attached thereto shall be included within the procedure established under this Chapter. Each day a violation is committed or permitted to continue shall constitute a separate offense and may be penalized as such hereunder:

<b>Bylaw or Regulation</b>	<b>Subject</b>	<b>Penalty</b>
Chapter XXI	Water Use Restrictions	\$50 (first offense), \$100 (subsequent offenses)

#### **SECTION 4**

Notwithstanding the provisions of this Bylaw, the Town may enforce its Bylaws and regulations or enjoin violations thereof through any lawful process, including but not limited to through Non-Criminal Disposition as set forth in Chapter XIX of the Town's General Bylaws, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

#### **SECTION 5**

The invalidity of any section, provision, paragraph, sentence, or clause of this Bylaw shall not invalidate any other section, provision, paragraph, sentence, or clause thereof, nor shall it invalidate any permit or determination that previously has been issued.

Or take any action relative thereto.

***Commentary:** Although the Town has the ability to recoup fines issued for bylaw violations through the non-criminal disposition process outlined in Chapter XIX of the General Bylaws, doing so typically requires going through the district courts, which is an inefficient and time consuming process. This new local option bylaw, which only applies to violations of the so-*



*called water ban bylaw, allows the Town to collect these fines at the local level, adding any unpaid fines for these kinds of bylaw violations to the resident's property tax bills.*

***Recommendation of the Board of Selectmen: Favorable Action (3-0-0)***

***Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)***

*Vote needed: Simple Majority*



## **BOARD OF SELECTMEN MEETING**

*August 7, 2018*

### **DRAFT MOTION**

#### **Municipal Hearing Officer Appointment**

- Vote: I move to appoint Peter Lombardi as Municipal Hearing Officer for a one (1) year term beginning August 7, 2018 and ending June 30, 2019.

Seconded / Discussion/ Vote



**BOARD OF SELECTMEN MEETING**

*August 7, 2018*

**NEW BUSINESS**

**B.**

**Approval of Warrant for State Primary**

*Dianne Bucco, Town Clerk*

*(3 minutes)*

- Warrant for 2018 State Primary
- Draft Motion



**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH  
WARRANT FOR 2018 STATE PRIMARY**

SS.

To the Constables of the Town of WENHAM;

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

Wenham Town Hall  
138 Main Street, Wenham, MA 01984

on **TUESDAY, THE FOURTH DAY OF SEPTEMBER, 2018**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

**SENATOR IN CONGRESS FOR THIS COMMONWEALTH  
GOVERNOR FOR THIS COMMONWEALTH  
LIEUTENANT GOVERNOR COMMONWEALTH  
ATTORNEY GENERAL FOR THIS COMMONWEALTH  
SECRETARY OF STATE FOR THIS COMMONWEALTH  
TREASURER AND RECEIVER GENERAL FOR THIS COMMONWEALTH  
AUDITOR FOR THIS COMMONWEALTH  
REPRESENTATIVE IN CONGRESS SIXTH DISTRICT  
COUNCILLOR FIFTH DISTRICT  
SENATOR IN GENERAL COURT FIRST ESSEX & MIDDLESEX DISTRICT  
REPRESENTATIVE IN GENERAL COURT FOURTH ESSEX DISTRICT  
DISTRICT ATTORNEY EASTERN DISTRICT  
CLERK OF COURTS ESSEX COUNTY  
REGISTER OF DEEDS ESSEX SOUTHERN DISTRICT**

To the Constables of the Town of Wenham in the County of Essex;  
Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2018, the Selectmen of Wenham

\_\_\_\_\_  
**Catherine Harrison**

\_\_\_\_\_  
**John A. Clemenzi**

\_\_\_\_\_  
**John O. Wilhelm, Jr**

And you are required to serve this Warrant by posting the attested printed copies at the Town Hall, the Hamilton-Wenham Library, the Wenham Council on Aging and on the Bulletin Board at the Wenham Fire Station at least seven (7) days before the time appointed for such meeting.

I, \_\_\_\_\_, Constable of the Town of Wenham, have posted the warrant for the State Primary to be held Tuesday September 4, 2018 as instructed above.

\_\_\_\_\_  
Constable of the Town of Wenham

Date: \_\_\_\_\_

\_\_\_\_\_  
Dianne K. Bucco  
Town Clerk

Date: \_\_\_\_\_



# **BOARD OF SELECTMEN MEETING**

*August 7, 2018*

## **DRAFT MOTION**

### **Warrant for 2018 State Primary**

- Vote: I move the Board of Selectmen approve the Warrant for the 2018 State Primary on Tuesday, September 4, 2018.

Seconded / Discussion/ Vote



# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## NEW BUSINESS

### C.

## One Day Liquor License Requests

*(10 Minutes)*

#### 1. Kathleen Feldman – The Wenham Museum

**Private Dinner, Monday, August 13, 2018, 5:00pm – 8:00pm**

- Completed Application
- Certificate of Insurance
- Tips Certification
- Check for \$100 (\$50 for this event)
- Email recommendations from Tom Perkins, Chief, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant
- Draft Motion

#### 2. Kathleen Feldman – The Wenham Museum

**Wenham Summer Fair, Saturday, August 25, 2018, 10:00am – 4:00pm**

- Completed Application
- Certificate of Insurance
- Tips Certification
- Check for \$50
- Email recommendations from Tom Perkins, Chief, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant
- Draft Motion



# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## NEW BUSINESS

### C.

## One Day Liquor License Requests (10 Minutes)

#### 3. Kathleen Feldman – The Wenham Museum

**Attic Treasures Shop ‘n Sip, Friday, September 25, 2018, 5:00pm – 8:00pm**

- Completed Application
- Certificate of Insurance
- Tips Certification
- Check for \$100 (\$50 for this event)
- Email recommendations from Tom Perkins, Chief, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant
- Draft Motion

#### 4. Kate Thatcher – Hamilton-Wenham Mother’s Club

**Annual Membership Drive held at The Wenham Museum**

**Wednesday, September 19, 2018, 7:30pm – 10:30pm**

- Completed Application
- Certificate of Insurance
- Tips Certification
- Check for \$100
- Email recommendations from Kevin DiNapoli, Captain, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant
- Draft Motion





**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:	Private dinner
Date of Event:	August 13, 2018
Start Time:	5pm
Expected End Time:	8pm
Address of Event:	132 Main Street
# of People Expected to Attend:	20
Open to Public or Private Event?	Private
Type of Event? <small>(fundraiser, party, golf tournament, etc.)</small>	Fundraiser
Event Location Description: <small>(private home, public area, function hall, etc.)</small>	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).

Signature

7/13/18  
Date

Kathleen Feldman  
Print Name





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/12/2018

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>FAX (A/C, No):</b> (978) 927-8938 <b>E-MAIL ADDRESS:</b> lauren@leslie-ray.com	
<b>INSURED</b> Wenham Historical Assoc. and Museum, Inc. 132 Main Street Wenham MA 01984		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hanover Insurance Company <b>INSURER B:</b> Norfolk & Dedham Mutual Fire Ins Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 23965	

## COVERAGES

CERTIFICATE NUMBER: 2018 COI

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 SUBR INSD 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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <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 - COMPROP AGG \$ 2,000,000 Abuse & Molestation \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <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					
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$ OCCUR CLAIMS-MADE		UHN9313210	08/21/2018	08/21/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER-STATUTE OTH-ER
	<input type="checkbox"/> 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"/>	N/A	WE144973A	10/30/2017	10/30/2018

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

Event date: 8/13/2018

Town of Wenham is listed as additional insured

## CERTIFICATE HOLDER

## CANCELLATION

Town of Wenham 138 Main Street 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 <i>Sarah Boyette</i>
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## ADDITIONAL COVERAGES

Ref #	Description Employee Benefits	Coverage Code EBLIA	Form No.	Edition Date
Limit 1 1,000,000	Limit 2 1,000,000	Limit 3	Deductible Amount 1,000	Deductible Type
			Premium	

Ref #	Description Cyber Liability	Coverage Code	Form No.	Edition Date
Limit 1 50,000	Limit 2	Limit 3	Deductible Amount 5,000	Deductible Type
			Premium	

Ref #	Description Assessment Fund	Coverage Code ASMNT	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium \$26.00	

Ref #	Description Loss constant	Coverage Code LCNT	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium	

Ref #	Description Add'l for policy minimum premium	Coverage Code APMP	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium	

Ref #	Description Adjst. to reconcile-exp mod. premium	Coverage Code AREM	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium -\$33.00	

Ref #	Description Expense constant	Coverage Code EXCNT	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium \$250.00	

Ref #	Description Premium discount	Coverage Code PDIS	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium	

Ref #	Description Increased employer's liability	Coverage Code INEL	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium \$50.00	


  

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium	

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
			Premium	





eTIPS On Premise 3.0

Issued: 8/12/2016

ID#: 4329292

CERTIFIED

Expires: 8/12/2019

Derek A. Smith

2 Bridle Path Ln

Beverly, MA 01915-2477

For service visit us online at [www.gettips.com](http://www.gettips.com)



[Print](#)[Main Menu](#)

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# Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.0

For coursework completed on August 12, 2016

provided by Health Communications, Inc.

is hereby granted to:

Derek Smith

Certification to be sent to:

2 Bridle Path Ln

Beverly MA, 01915-2177 USA



HEALTH COMMUNICATIONS INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



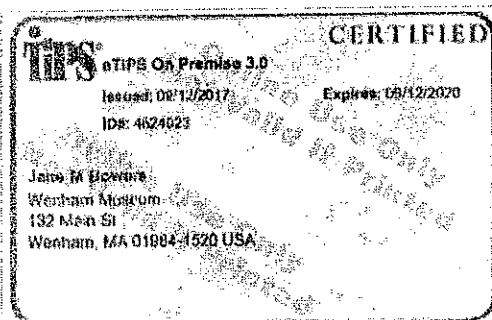
4329292  
08/12/2019



Tap or click the card to verify it

BACK

PARTICIPANT CARD





Wenham Museum

132 Main Street  
Wenham, MA 01984  
978-468-2377Salem Five Cents Savings Bank  
53-7055/2113

6588

7/13/18

PAY TO THE  
ORDER OF

Town of Wenham

\$ 100.00

One hundred and 00/100

DOLLARS

PROTECTED AGAINST FRAUD



MEMO

8/13/18 + 9/28/18 - liquor licenses  
[REDACTED]

Keith Z. Mon MP

6588

\$50 for August 13th Private Event

\$50 for September 28th Skip n' Sip



## Nicole Roebuck

---

**From:** Tom Perkins  
**Sent:** Thursday, July 26, 2018 10:42 AM  
**To:** Nicole Roebuck; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan  
**Subject:** RE: One Day Liquor License Requests for the Wenham Museum

Good to go from PD

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:** Nicole Roebuck  
**Sent:** Monday, July 23, 2018 1:39 PM  
**To:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan  
**Subject:** One Day Liquor License Requests for the Wenham Museum

Hi Everyone,

We've received 3 One Day Liquor License requests from the Wenham Museum. I'm sending them together for your review and recommendations to the Board of Selectmen.

- 1) Private Dinner (indoors), 20 people – August 13, 2018, 5pm – 8pm
- 2) Wenham Summer Fair (outdoors), 500 people – August 25, 2018, 10am – 4pm
- 3) Attic Treasures Shop 'n Sip (indoors), 40 people – September 28, 2018, 5pm – 8pm

Tom, I just reached out to Sue to determine if you've heard from the museum on the required detail officers. If not, I'll ask them to contact you ASAP.

Please reply with your feedback on all 3 of these events.

Thank you,  
Nicci



## Nicole Roebuck

---

**From:** Jeff Baxter  
**Sent:** Monday, July 23, 2018 2:21 PM  
**To:** Nicole Roebuck  
**Cc:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jacqueline Bresnahan  
**Subject:** Re: One Day Liquor License Requests for the Wenham Museum

Nicci  
They are all set from fire.

Jeffrey Baxter

Sent from my iPhone please excuse briefness or errors.

On Jul 23, 2018, at 13:39, Nicole Roebuck <[NRoebuck@wenhamma.gov](mailto:NRoebuck@wenhamma.gov)> wrote:

Hi Everyone,

We've received 3 One Day Liquor License requests from the Wenham Museum. I'm sending them together for your review and recommendations to the Board of Selectmen.

- 1) Private Dinner (indoors), 20 people – August 13, 2018, 5pm – 8pm
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Please reply with your feedback on all 3 of these events.

Thank you,  
Nicci

### Nicci Roebuck

*Executive Assistant  
Town Administrator's Office*

### Town of Wenham

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

<One Day Liquor License - Wenham Museum Private Dinner 08.13.18.pdf>  
<One Day Liquor License - Wenham Day - Summer Fair 08.25.18.pdf>  
<One Day Liquor License - Attic Treasures Shop n Sip 09.25.18.pdf>



## Nicole Roebuck

---

**From:** Jacqueline Bresnahan  
**Sent:** Monday, July 23, 2018 2:27 PM  
**To:** Nicole Roebuck  
**Subject:** RE: One Day Liquor License Requests for the Wenham Museum

All set with Building.

Thanks,  
Jackie

Jacqueline 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)

**From:** Nicole Roebuck  
**Sent:** Monday, July 23, 2018 1:40 PM  
**To:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan  
**Subject:** One Day Liquor License Requests for the Wenham Museum

Hi Everyone,

We've received 3 One Day Liquor License requests from the Wenham Museum. I'm sending them together for your review and recommendations to the Board of Selectmen.

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**Nicci Roebuck**  
*Executive Assistant*  
*Town Administrator's Office*

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





**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>	Wenham Summer Fair
<b>Date of Event:</b>	August 25, 2018
<b>Start Time:</b>	10 am
<b>Expected End Time:</b>	4 pm
<b>Address of Event:</b>	132 Main Street
<b># of People Expected to Attend:</b>	500
<b>Open to Public or Private Event?</b>	Public
<b>Type of Event?</b> <i>(fundraiser, party, golf tournament, etc.)</i>	Fundraiser
<b>Event Location Description:</b> <i>(private home, public area, function hall, etc.)</i>	The Wenham Museum
<b>Indoor or Outdoor Event?</b>	Outdoor
<b>Bar or Liquor Service Vehicles?</b>	Yes
<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>	<a href="mailto:Kathleen.feldman@wenhammuseum.org">Kathleen.feldman@wenhammuseum.org</a>

**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).

Kristin Z. Noon  
Signature

7/17/18  
Date

Kristin Z. Noon  
Print Name





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/16/2018

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 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> Gilbert Insurance Agency, Inc. 137 Main Street Reading MA 01867-3922		<b>CONTACT NAME:</b> Janet Scott-Buckley <b>PHONE (A/C, No, Ext):</b> (781) 942-2225 <b>FAX (A/C, No):</b> (781) 942-2226 <b>E-MAIL ADDRESS:</b>													
<b>INSURED</b> Mercury Brewing And Distribution Company Inc 2 Brewery Pl Ipswich MA 01938		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"><tr><td>INSURER A: Ohio Security Insurance Company</td><td>NAIC # 24082</td></tr><tr><td>INSURER B: Arbella Protection</td><td>41360</td></tr><tr><td>INSURER C: Ohio Casualty</td><td>24074</td></tr><tr><td>INSURER D: Graphic Arts Mutual Ins Co</td><td>25984</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>		INSURER A: Ohio Security Insurance Company	NAIC # 24082	INSURER B: Arbella Protection	41360	INSURER C: Ohio Casualty	24074	INSURER D: Graphic Arts Mutual Ins Co	25984	INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

**COVERAGES** **CERTIFICATE NUMBER: 17-18 MASTER** **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 SUBR INSD 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:		BKS57465869	9/15/2017	9/15/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 15,000</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/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 15,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COM/OP AGG	\$ 2,000,000		\$
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B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		1020008455	9/15/2017	9/15/2018	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</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><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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D	<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	Y/N <input type="checkbox"/> N/A	4978710	9/15/2017	9/15/2018	<table border="1"><tr><td>PER STATUTE</td><td>OTH-ER</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>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 500,000	E.L. DISEASE - EA EMPLOYEE	\$ 500,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000						
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E.L. DISEASE - POLICY LIMIT	\$ 500,000																			
A	Liquor Liability		BKS57465869	9/15/2017	9/15/2018	1,000,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Wenham Museum- 132 Main Street, Wenham, MA 01984 & Town of Wenham, Town Hall, 138 Main Street, Wenham, MA 01984 are the additional insured as required by written contract with regards to work being performed by the named insured. This certificate of insurance is issued subject to all policy terms, conditions, limitations, exclusions and language.

**CERTIFICATE HOLDER**

The Wenham Museum  
132 Main Street  
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

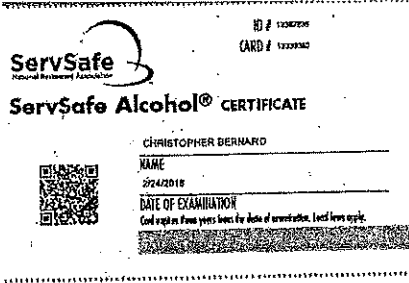
M Gilbert, CIC/LINDSE

*Mark S. Gilbert*

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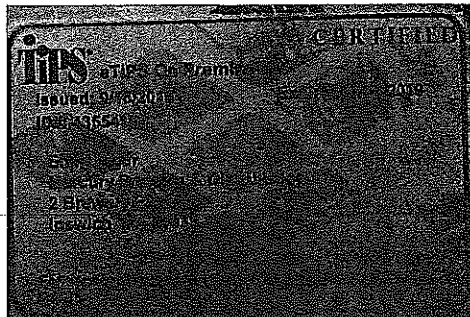
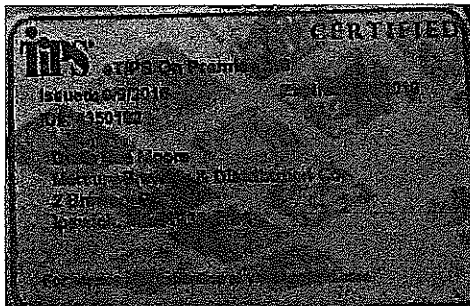
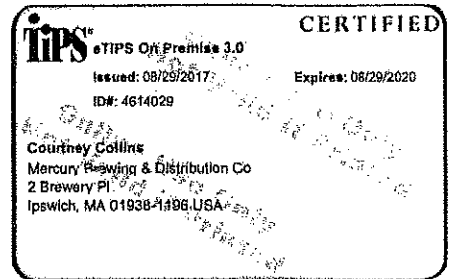
## TIPS Certified Bartenders for Ipswich Ale Brewery, Ipswich, MA



**TIPS** eTIPS On Premise 3.0 **CERTIFIED**  
Issued: 8/30/2017 Expires: 8/30/2020  
ID#: 4614926

Christopher Shatswell  
Mercury Brewing & Distribution Co  
2 Brewery Pl  
Ipswich, MA 01938-1196

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Emily Norloff  
Mercury Brewing & Distribution Co  
2 Brewery Pl  
Ipswich, MA 01938-1196

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Jennifer George  
Mercury Brewing & Distribution Co  
2 Brewery Pl  
Ipswich, MA 01938-1196

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John P Collier  
Mercury Brewing & Distribution Co  
2 Brewery Pl  
Ipswich, MA 01938-1196

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ID#: 4563861

Kiley R Fougere  
Mercury Brewing & Distribution Co  
2 Brewery Pl  
Ipswich, MA 01938-1196

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Maggie Wallace Druschel  
Mercury Brewing & Distribution Co  
2 Brewery Pl  
Ipswich, MA 01938-1196

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Marco Egizi  
Mercury Brewing & Distribution Co  
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ID#: 4242865 D.O.B.: XX/XX/XXXX

Megan Barbas  
Mercury Brewing & Distribution Co  
2 Brewery Pl  
Ipswich, MA 01938-1196

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**TIPS** eTIPS On Premise 2.0 SSN: XXX-XX-XXXX  
Issued: 5/2/2016 Expires: 5/2/2019  
ID#: 4244351 D.O.B.: XX/XX/XXXX

Melissa L Hoyt  
Mercury Brewing & Distribution Co  
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**TIPS** eTIPS On Premise 3.0 **CERTIFIED**  
Issued: 7/27/2017 Expires: 7/27/2020  
ID#: 4588682

Micah Jose Levy  
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Ipswich, MA 01938-1196

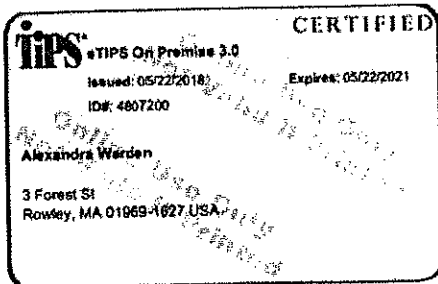
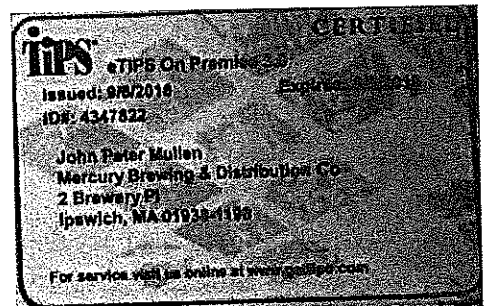
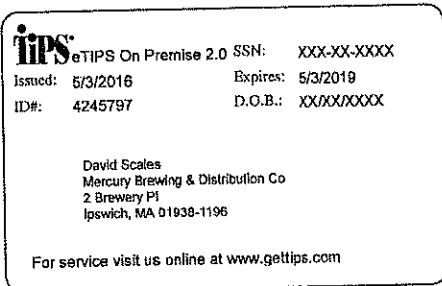
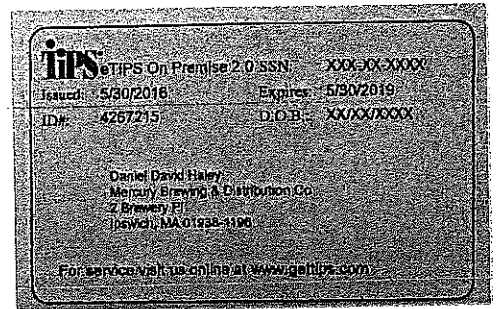
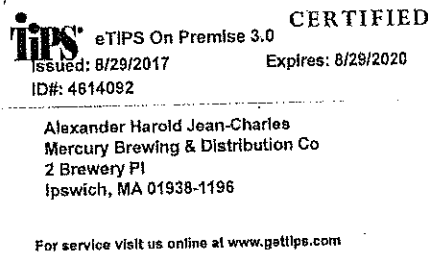
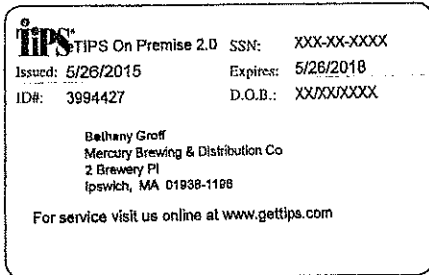
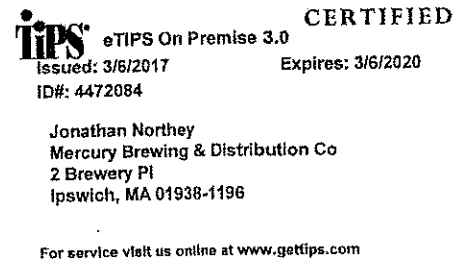
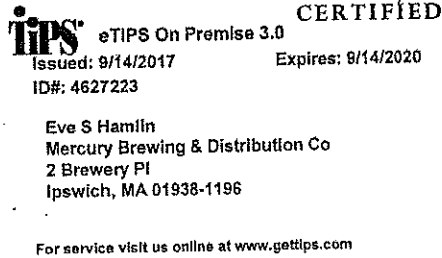
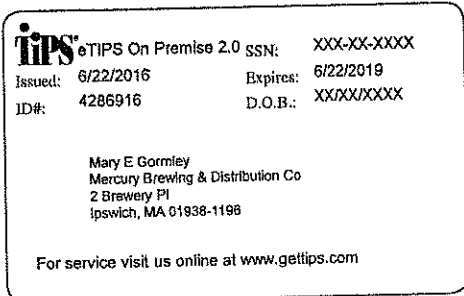
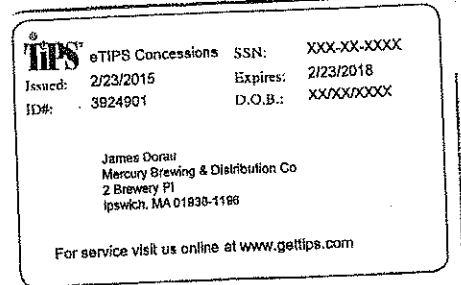
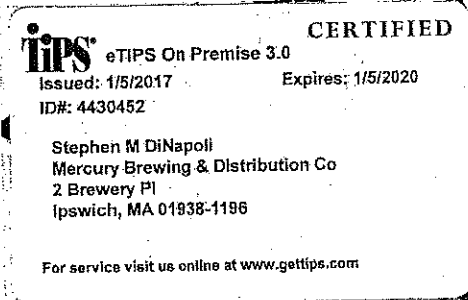
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Issued: 1/4/2017 Expires: 1/4/2020  
ID#: 4429605

Nathan Martin Burke  
Mercury Brewing & Distribution Co  
2 Brewery Pl  
Ipswich, MA 01938-1196

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6589

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

Salem Five Cents Savings Bank  
53-7055/2113

7/18/18

PAY TO THE  
ORDER OF

Town of Wenham

\$ 50.00

Fifty and xx/100

DOLLARS

PROTECTED AGAINST FRAUD



MEMO

Summer fair 2018

Kirsten Z. Nor

6589



## Nicole Roebuck

---

**From:** Tom Perkins  
**Sent:** Thursday, July 26, 2018 10:42 AM  
**To:** Nicole Roebuck; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan  
**Subject:** RE: One Day Liquor License Requests for the Wenham Museum

Good to go from PD

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:

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Town Administrator's Office*

### **Town of Wenham**

138 Main Street, Wenham, MA 01984  
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- 2) Wenham Summer Fair (outdoors), 500 people – August 25, 2018, 10am – 4pm
- 3) Attic Treasures Shop 'n Sip (indoors), 40 people – September 28, 2018, 5pm – 8pm

Tom, I just reached out to Sue to determine if you've heard from the museum on the required detail officers. If not, I'll ask them to contact you ASAP.

Please reply with your feedback on all 3 of these events.

Thank you,  
Nicci

**Nicci Roebuck**  
*Executive Assistant*  
*Town Administrator's Office*

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





**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:	Attic Treasures Shop n' Sip
Date of Event:	September 28, Friday
Start Time:	5pm
Expected End Time:	8pm
Address of Event:	132 Main Street
# of People Expected to Attend:	40
Open to Public or Private Event?	Public
Type of Event? <i>(fundraiser, party, golf tournament, etc.)</i>	Fundraiser
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

7/13/18  
Date

Kathleen Feldman  
Print Name





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/12/2018

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) 927-2800 <b>E-MAIL ADDRESS:</b> lauren@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		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hanover Insurance Company <b>INSURER B:</b> Norfolk & Dedham Mutual Fire Ins Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: 2018 COI

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	ADDITIONAL INSURED	SUBROGATION	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			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				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC: OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP 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"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> 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 type="checkbox"/> EXCESS LIAB			UHN9313210	08/21/2018	08/21/2019	EACH OCCURRENCE \$ 1,000,000
			AGGREGATE \$ 1,000,000				
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
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	N/A	WE144973A	10/30/2017	10/30/2018	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
			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 104, Additional Remarks Schedule, may be attached if more space is required)

Re: Attic Treasures Shop & Sig 9/28/2018

## CERTIFICATE HOLDER

## CANCELLATION

Town of Wenham 138 Main Street 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 <i>Sarah Boyette</i>
--	---

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## ADDITIONAL COVERAGES

Ref #	Description Employee Benefits	Coverage Code EBLIA	Form No.	Edition Date
Limit 1 1,000,000	Limit 2 1,000,000	Limit 3	Deductible Amount 1,000	Deductible Type
Premium				

Ref #	Description Cyber Liability	Coverage Code	Form No.	Edition Date
Limit 1 50,000	Limit 2	Limit 3	Deductible Amount 5,000	Deductible Type
Premium				

Ref #	Description Assessment Fund	Coverage Code ASMNT	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium \$26.00				

Ref #	Description Loss constant	Coverage Code LCNT	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description Add'l for policy minimum premium	Coverage Code APMP	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description Adjst. to reconcile-exp mod. premium	Coverage Code AREM	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium -\$33.00				

Ref #	Description Expense constant	Coverage Code EXCNT	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium \$250.00				

Ref #	Description Premium discount	Coverage Code PDIS	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description Increased employer's liability	Coverage Code INEL	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium \$50.00				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				





**tips**

eTIPS On Premise 3.0

Issued: 8/12/2016

Expires: 8/12/2019

ID#: 4329292

Derek A. Smith  
2 Bridle Path Ln  
Beverly, MA 01915-2477

For service visit us online at [www.gettips.com](http://www.gettips.com)



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# Certificate of Completion

This Certificate of Completion of  
eTIPS On Premise 3.0  
For coursework completed on August 12, 2016  
provided by Health Communications, Inc.  
is hereby granted to:

Derek Smith

Certification to be sent to:

2 Bridle Path Ln  
Beverly MA, 01915-2177 USA



HEALTH COMMUNICATIONS, INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



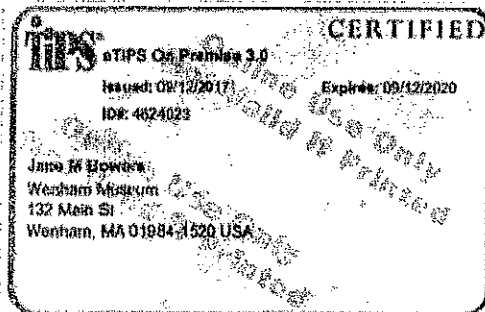
4329292  
08/12/2019



Tap or click the card to verify it

BACK

PARTICIPANT CARD





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

Salem Five Cents Savings Bank  
53-7055/2113

6588

7/13/18

PAY TO THE  
ORDER OF

Town of Wenham

\$ 100.00

One hundred and 00/100

DOLLARS

PROTECTED AGAINST FRAUD



MEMO

8/13/18 + 9/28/18 - liquor licenses

Burt Z. Nor

6588

\$50 for August 13<sup>th</sup> Private Event  
\$50 for September 28<sup>th</sup> Skip n Sip



## Nicole Roebuck

---

**From:** Tom Perkins  
**Sent:** Thursday, July 26, 2018 10:42 AM  
**To:** Nicole Roebuck; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan  
**Subject:** RE: One Day Liquor License Requests for the Wenham Museum

Good to go from PD

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:** Nicole Roebuck  
**Sent:** Monday, July 23, 2018 1:39 PM  
**To:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan  
**Subject:** One Day Liquor License Requests for the Wenham Museum

Hi Everyone,

We've received 3 One Day Liquor License requests from the Wenham Museum. I'm sending them together for your review and recommendations to the Board of Selectmen.

- 1) Private Dinner (indoors), 20 people – August 13, 2018, 5pm – 8pm
- 2) Wenham Summer Fair (outdoors), 500 people – August 25, 2018, 10am – 4pm
- 3) Attic Treasures Shop 'n Sip (indoors), 40 people – September 28, 2018, 5pm – 8pm

Tom, I just reached out to Sue to determine if you've heard from the museum on the required detail officers. If not, I'll ask them to contact you ASAP.

Please reply with your feedback on all 3 of these events.

Thank you,  
Nicci



## Nicole Roebuck

---

**From:** Jeff Baxter  
**Sent:** Monday, July 23, 2018 2:21 PM  
**To:** Nicole Roebuck  
**Cc:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jacqueline Bresnahan  
**Subject:** Re: One Day Liquor License Requests for the Wenham Museum

Nicci  
They are all set from fire.

Jeffrey Baxter

Sent from my iPhone please excuse briefness or errors.

On Jul 23, 2018, at 13:39, Nicole Roebuck <[NRoebuck@wenhamma.gov](mailto:NRoebuck@wenhamma.gov)> wrote:

Hi Everyone,

We've received 3 One Day Liquor License requests from the Wenham Museum. I'm sending them together for your review and recommendations to the Board of Selectmen.

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Thank you,  
Nicci

**Nicci Roebuck**  
*Executive Assistant*  
*Town Administrator's Office*

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

<One Day Liquor License - Wenham Museum Private Dinner 08.13.18.pdf>  
<One Day Liquor License - Wenham Day - Summer Fair 08.25.18.pdf>  
<One Day Liquor License - Attic Treasures Shop n Sip 09.25.18.pdf>



## Nicole Roebuck

---

**From:** Jacqueline Bresnahan  
**Sent:** Monday, July 23, 2018 2:27 PM  
**To:** Nicole Roebuck  
**Subject:** RE: One Day Liquor License Requests for the Wenham Museum

All set with Building.

Thanks,  
Jackie

**Jacqueline 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)

**From:** Nicole Roebuck  
**Sent:** Monday, July 23, 2018 1:40 PM  
**To:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan  
**Subject:** One Day Liquor License Requests for the Wenham Museum

Hi Everyone,

We've received 3 One Day Liquor License requests from the Wenham Museum. I'm sending them together for your review and recommendations to the Board of Selectmen.

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Thank you,  
Nicci

**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

*August 7, 2018*

### DRAFT MOTION

#### Three One-Day Liquor Licenses

➤ Vote: I move the Board of Selectmen approve three One-Day (All Alcoholic Beverages) Liquor Licenses requested by Kathleen Feldman for the following events being held at The Wenham Museum at 132 Main Street:

- Private Dinner - Monday, August 13, 2018, 5:00pm – 8:00pm
- Wenham Summer Fair – Saturday, August 25, 2018, 10:00am – 4:00pm
- Attic Treasures Shop ‘n Sip – Friday, September 28, 2018, 5:00pm – 8:00pm

Seconded / Discussion/ Vote





**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>	Hamilton Wenham Mother's Club Membership Drive
<b>Date of Event:</b>	September 19, 2018
<b>Start Time:</b>	7:30p
<b>Expected End Time:</b>	10:30p
<b>Address of Event:</b>	Wenham Museum, 132 Main St, Wenham, MA
<b># of People Expected to Attend:</b>	75
<b>Open to Public or Private Event?</b>	Private
<b>Type of Event?</b> <small>(fundraiser, party, golf tournament, etc.)</small>	Party
<b>Event Location Description:</b> <small>(private home, public area, function hall, etc.)</small>	Wenham Museum
<b>Indoor or Outdoor Event?</b>	Indoor
<b>Bar or Liquor Service Vehicles?</b>	No
<b>Contact Name:</b>	Kathryn Thatcher
<b>Company/Organization Name:</b>	Hamilton Wenham Mothers Club
<b>Phone Number:</b>	[REDACTED]
<b>Email Address:</b>	[REDACTED]

**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? \_\_\_\_\_

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).

Kathryn Thatcher  
Signature

7/18/18  
Date

Kathryn L Thatcher  
Print Name



CERTIFICATION NUMBER: 88569



ALCOHOL INTERVENTION METHODS  
CERTIFIES

ROBERT CATALANO

CAMPBELL TRENT  
508.756.8542

EXPIRES:  
APR 08 2021




Kathryn L Thatcher

4-3/810

1185

Date July 19, 2018

Pay to the Town of Wenham  
order of One hundred and 00/100 \$ 100.00  
Dollars  Security Features  
Included.  
Details on Back.

BANK OF AMERICA  
ACH R/T 081000032

For

Kathryn L Thatcher MP





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/23/18

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

Circle Business Ins. Agcy, Inc  
247 Newbury Street  
Danvers, MA 01923

CONTACT NAME: Maria R. Castaldi

PHONE (A/C, No, Ext): 978-777-5619

FAX (A/C, No):

E-MAIL ADDRESS: mcastaldi@circleinsurance.net

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Mount Vernon Insurance

INSURER B: Hospitality Mutual

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## INSURED

A Happy Hostess  
Maria Catalano  
3 Stuart Road  
Peabody, MA 01960

## REVISION NUMBER:

## COVERAGES

## CERTIFICATE 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			CL2632259E	11/16/17	11/16/18	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/OP AGG	\$ 2,000,000
								\$
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
			PROPERTY DAMAGE (Per accident)	\$				
				\$				
				EACH OCCURRENCE	\$			
				AGGREGATE	\$			
					\$			
				PER STATUTE	OTH-ER			
				E.L. EACH ACCIDENT	\$			
				E.L. DISEASE - EA EMPLOYEE	\$			
				E.L. DISEASE - POLICY LIMIT	\$			
				Per Occurrence	1,000,000			
B	Liquor Liability			00074540LL	11/16/17	11/16/18		

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

Event Date: September 19, 2018- Mother s club of Wenham/Hamilton

## CERTIFICATE HOLDER

Town of Wenham  
138 Main Street  
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

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AGENCY CUSTOMER ID: 1819

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**

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

AGENCY Circle Business Ins. Agcy, Inc.		NAMED INSURED A Happy Hostess	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: \_\_\_\_\_ FORM TITLE: \_\_\_\_\_

Erin Manor Nursing Home, Inc., dba Blaire House of Tewksbury, Erlin Manor Assisted Living, Inc., dba Blaire House of Tewksbury Assisted Living, Erlin Terrace Limited Partnership, and Essex Group Management Corporation and their agents, officers, directors, and employees are included as Additional Insureds with respect to General Liability, Professional Liability, and Liquor Liability on a primary and non-contributory basis, and Auto Liability, on a primary basis (Umbrella Liability follows form on an Excess basis) if/as required by a written contract.

Waiver of Subrogation applies in favor of Erin Manor Nursing Home, Inc., dba Blaire House of Tewksbury, Erlin Manor Assisted Living, Inc., dba Blaire House of Tewksbury Assisted Living, Erlin Terrace Limited Partnership, and Essex Group Management Corporation and their agents, officers, directors, and employees with respects General Liability, Professional Liability, Liquor Liability, and Auto Liability, if/as required by a written notice.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/01/2018

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.

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<b>PRODUCER</b> CIRCLE BUSINESS INS AGENCY INC  247 NEWBURY ST DANVERS MA 01923		<b>CONTACT NAME:</b> Paula Halas <b>PHONE (A/C, No, Ext):</b> (978) 777-5619 <b>E-MAIL ADDRESS:</b> paulahalas@circleinsurance.net <b>FAX (A/C, No):</b>	
<b>INSURED</b> MARIA CATALANO HAPPY HOSTESS 3 STUART RD PEABODY MA 01960		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: AIM MUTUAL INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b> 33758	

**COVERAGES****CERTIFICATE NUMBER:** 299020**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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			N/A			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			N/A			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			N/A			EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<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	Y/N <input checked="" type="checkbox"/> N/A	N/A	N/A	VWC10060203542018A	09/01/2018 09/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
				N/A			

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

Workers' Compensation benefits will be paid to Massachusetts employees only. Pursuant to Endorsement WC 20 03 06 B, no authorization is given to pay claims for benefits to employees in states other than Massachusetts if the insured hires, or has hired those employees outside of Massachusetts.

This certificate of insurance shows the policy in force on the date that this certificate was issued (unless the expiration date on the above policy precedes the issue date of this certificate of insurance). The status of this coverage can be monitored daily by accessing the Proof of Coverage - Coverage Verification Search tool at [www.mass.gov/lwd/workers-compensation/investigations/](http://www.mass.gov/lwd/workers-compensation/investigations/).

Sole proprietor has not elected coverage.

**CERTIFICATE HOLDER****CANCELLATION**

<b>Town of Wenham</b> 138 Main Street  Wenham MA 01984	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b>  Daniel M. Crowley, CPCU, Vice President - Residual Market - WCRIBMA
---	--

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## Nicole Roebuck

---

**From:** Kevin Dinapoli  
**Sent:** Thursday, August 02, 2018 2:42 PM  
**To:** Nicole Roebuck; Stephen B. Kavanagh; Jeff Baxter; Tom Perkins; Jacqueline Bresnahan  
**Subject:** RE: One Day Liquor License - HW Mother's Club Membership Drive 09.19.18

Fine from PD

Captain Kevin J. DiNapoli  
Wenham Police Department  
1 Friend Court  
Wenham, MA 01984  
(978) 468-5500 Ext. 221

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---

---

**From:** Nicole Roebuck  
**Sent:** Thursday, August 02, 2018 10:54 AM  
**To:** Stephen B. Kavanagh; Jeff Baxter; Tom Perkins; Kevin Dinapoli; Jacqueline Bresnahan  
**Subject:** One Day Liquor License - HW Mother's Club Membership Drive 09.19.18

Hi Everyone,

We've received a One Day Liquor License request from the Hamilton-Wenham Mother's Club for their annual Membership Drive at the Wenham Museum on Wednesday, September 19<sup>th</sup> from 7:30pm – 10:30pm. Please review and forward your questions and/or recommendations to the Board of Selectmen.

Thank you,  
Nicci

**Nicci Roebuck**  
*Executive Assistant*  
*Town Administrator's Office*

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



## Nicole Roebuck

---

**From:** Jeff Baxter  
**Sent:** Thursday, August 02, 2018 11:14 AM  
**To:** Nicole Roebuck; Stephen B. Kavanagh; Tom Perkins; Kevin Dinapoli; Jacqueline Bresnahan  
**Subject:** RE: One Day Liquor License - HW Mother's Club Membership Drive 09.19.18

Nicci  
All set from fire

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)

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---

**From:** Nicole Roebuck  
**Sent:** Thursday, August 02, 2018 10:54 AM  
**To:** Stephen B. Kavanagh; Jeff Baxter; Tom Perkins; Kevin Dinapoli; Jacqueline Bresnahan  
**Subject:** One Day Liquor License - HW Mother's Club Membership Drive 09.19.18

Hi Everyone,

We've received a One Day Liquor License request from the Hamilton-Wenham Mother's Club for their annual Membership Drive at the Wenham Museum on Wednesday, September 19<sup>th</sup> from 7:30pm – 10:30pm. Please review and forward your questions and/or recommendations to the Board of Selectmen.

Thank you,  
Nicci

Nicci Roebuck



## Nicole Roebuck

---

**From:** Jacqueline Bresnahan  
**Sent:** Thursday, August 02, 2018 11:00 AM  
**To:** Nicole Roebuck; Stephen B. Kavanagh; Jeff Baxter; Tom Perkins; Kevin Dinapoli  
**Subject:** RE: One Day Liquor License - HW Mother's Club Membership Drive 09.19.18

All set for Building.  
Thanks,  
Jackie

Jacqueline 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)

---

**From:** Nicole Roebuck  
**Sent:** Thursday, August 02, 2018 10:54 AM  
**To:** Stephen B. Kavanagh; Jeff Baxter; Tom Perkins; Kevin Dinapoli; Jacqueline Bresnahan  
**Subject:** One Day Liquor License - HW Mother's Club Membership Drive 09.19.18

Hi Everyone,

We've received a One Day Liquor License request from the Hamilton-Wenham Mother's Club for their annual Membership Drive at the Wenham Museum on Wednesday, September 19<sup>th</sup> from 7:30pm – 10:30pm. Please review and forward your questions and/or recommendations to the Board of Selectmen.

Thank you,  
Nicci

**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**

*August 7, 2018*

### **DRAFT MOTION**

#### **One-Day Liquor License**

- Vote: I move the Board of Selectmen approve a One-Day (Beer and Wine) Liquor License for Kate Thatcher with the Hamilton-Wenham Mother's Club for their Annual Membership Drive at the Wenham Museum, 132 Main Street, Wednesday, September 19, 2018 from 7:30pm – 10:30pm.

Seconded / Discussion/ Vote



# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## **NEW BUSINESS**

### **D.**

### **Requests to Use Wenham Streets**

*(5 minutes)*

- 1. A Reason to Ride Bike-a-Thon & 5k Walk, Tom DesFosses**  
**Sunday, September 9, 2018**
  - Event Flyer
  - Route Map
  - Insurance Certificate
  - Email recommendations from Tom Perkins, Chief, WPD & Steve Kavanagh, Chief, WFD
  - Draft Motion
  
- 2. For the Love of Pete Memorial Motorcycle Ride, Vicki Morency**  
**Sunday, September 23, 2018**
  - Event Flyer
  - Route Description
  - Insurance Certificate
  - Email recommendations from Tom Perkins, Chief, WPD & Steve Kavanagh, Chief, WFD
  - Draft Motion





On September 09, 2018 I am hosting a bike-a-thon / 5k Walk on the North Shore of Boston to raise funds for leading-edge cancer research at Beth Israel Deaconess Medical Center in Boston, Ma.

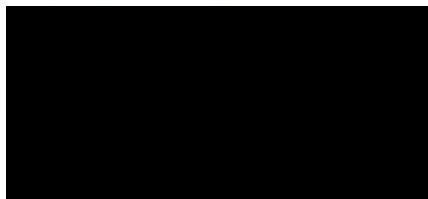
This is a grass roots event with 100% of the proceeds raised through this event going directly to Cancer Research at BIDMC .

With this letter I am requesting a financial sponsorship, and or a donation.

This Ride / 5k Walk is fully supported by BIDMC. More information on the event can be found at the rides web page [www.areasontoride.com](http://www.areasontoride.com) or questions can be directed to me at [tomdesfosses@gmail.com](mailto:tomdesfosses@gmail.com).

Our Tax-exempt 501c number is 042-103-881.

Thank you for your consideration,  
Tom DesFosses

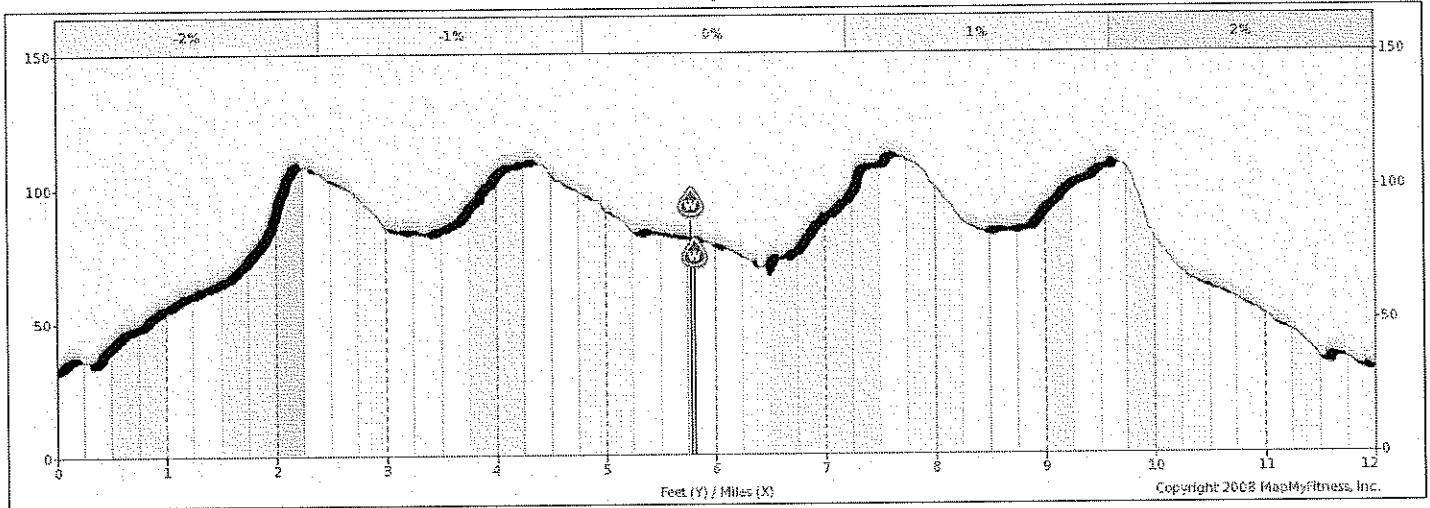
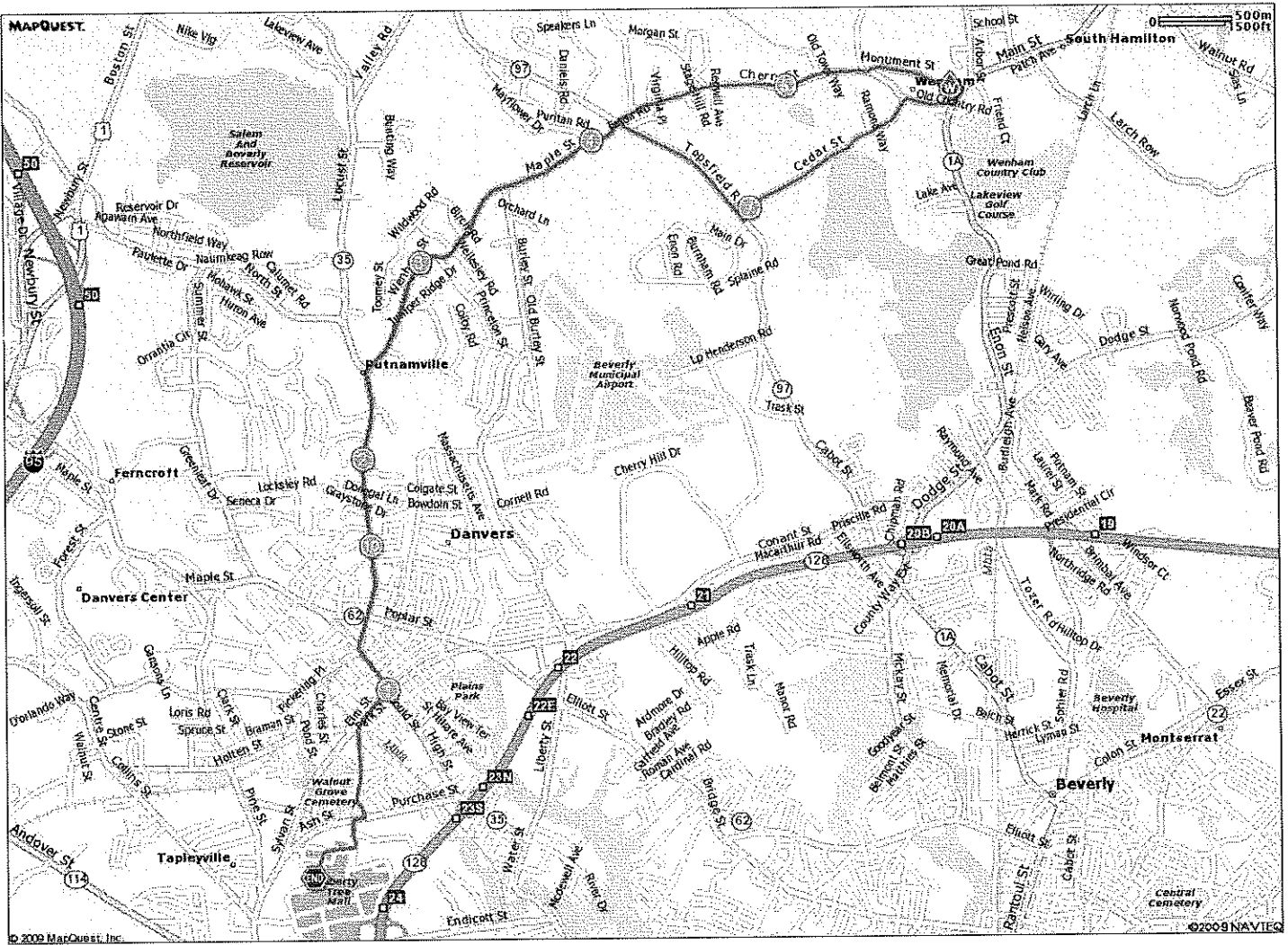























ROUTE: **A Reason To Ride 10 Mile**  
DISTANCE: 11.98 mi LOCATED: Danvers, Massachusetts

















ROUTE DESCRIPTION:  
No Description Provided





ROUTE DESCRIPTION:  
 No Description Provided

Notes		
AT	FOR	NOTES
0.21 mi.		669ft Turn left at Constitution Ln
0.34 mi.		0ft Turn right at Ash St
0.34 mi.		251ft Turn right at Ash St
0.38 mi.		2326ft Turn left to stay on Ash St
0.83 mi.		982ft Slight left at Ash St
1.01 mi.		22ft Continue on Conant St
1.02 mi.		1198ft Continue on Conant St
1.24 mi.		0ft Turn right at Locust St
1.24 mi.		1mi 1404ft Turn right at Locust St
2.51 mi.		4012ft Turn right at Wenham St
3.27 mi.		4796ft Continue on Maple St
4.18 mi.		1mi 1118ft Turn right at Cherry St
5.39 mi.		0ft Turn left at Monument St
5.39 mi.		2111ft Turn left at Monument St
5.79 mi.		175ft Water
5.82 mi.		301ft Water
5.88 mi.		473ft Turn right at MA-1A/ Main St

Notes		
AT	FOR	NOTES
5.97 mi.		1016ft Turn right at Cherry St
6.16 mi.		4811ft Slight left at Cedar St
7.07 mi.		3757ft Turn right at MA-97/ Topsfield Rd
7.78 mi.		116ft Turn right at Cherry St
7.8 mi.		4796ft Turn right at Cherry St
8.71 mi.		4012ft Continue on Maple St
9.47 mi.		1mi 1404ft Turn right at Wenham St
10.74 mi.		0ft Turn right at Locust St
10.74 mi.		1198ft Turn right at Locust St
10.97 mi.		982ft Continue on Conant St
11.15 mi.		2214ft Slight left at Ash St
11.57 mi.		111ft Slight left to stay on Ash St
11.59 mi.		251ft Turn left to stay on Ash St
11.64 mi.		670ft Turn right at Ash St
11.77 mi.		1362ft Turn left at Constitution Ln
12.02 mi.		- Stop



## Nicole Roebuck

---

**From:** Tom DesFosses <tomdesfosses@gmail.com>  
**Sent:** Thursday, July 12, 2018 8:45 PM  
**To:** Nicole Roebuck  
**Subject:** Re: A Reason to Ride Bike Race - September 9, 2018  
**Attachments:** Waiver.pdf; ATT00001.htm

Nicole,  
Attached is the insurance binder. Tom DesFosses



From: **Tom DesFosses** tomdestosses@gmail.com  
Subject:  
Date: June 20, 2018 at 8:55 AM  
To: **Thomas DesFosses** tomdestosses@gmail.com



CONTROLLED RISK INSURANCE COMPANY OF VERMONT INC. (A Risk Retention Group)  
Burlington, Vermont

## Evidence of Insurance

BETH ISRAEL DEACONESS MEDICAL CENTER INC.  
350 BROOKLINE AVENUE  
BOSTON, MA 02215

**Named Insured:** BETH ISRAEL DEACONESS MEDICAL CENTER INC.

**Date:** 01/20/2017

Coverage	Limits of Liability:
<b>Professional Liability:</b>	\$5,000,000 each "Claim" \$10,000,000 annual aggregate each insured person for all claims made and reported during the "Policy Period"
<b>General Liability:</b>	\$5,000,000 each "Claim"
<b>Policy Number:</b>	BIDMC/CRIC/C-CLPL 1515-2018
<b>Policy Period:</b>	01/01/2018 to 12/31/2018

### Special Provisions:

The insured named above is insured under the policy referenced. Coverage is subject to all the terms, conditions and exclusions of the CRIC policy.

Should the above described policy be canceled before the expiration date thereof, the "Company" will endeavor to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the "Company" or the Risk Management Foundation.

This Evidence of Insurance does not extend any rights to persons or entities who are not "Insured's" under the policy and neither affirmatively nor negatively attends, extends or alters the coverage afforded by the policy. It is furnished as a matter of information only, and is issued with the understanding that the rights and liabilities of the parties will be governed by the original policy.

\* CLAIMS MADE AND REPORTED POLICY: This is a claims made and reported policy. Please review the policy carefully.

### NOTICE

"The policy pursuant to which this Evidence of Insurance is provided is issued by the "Insured's" risk retention group. The "Insured's" risk retention group may not be subject to all the insurance laws and regulations of your State. State insurance guaranty funds are not available for the "Insured's" risk retention group."

Terms appearing in quotation marks in the Evidence of Insurance shall have the same meaning as the definition of that term in the policy.

Controlled Risk Insurance Company of Vermont, Inc.  
(A Risk Retention Group)

Duly Authorized Representative



## Nicole Roebuck

---

**From:** Tom Perkins  
**Sent:** Wednesday, July 11, 2018 11:21 AM  
**To:** Nicole Roebuck  
**Subject:** RE: A Reason to Ride Bike Race - September 9, 2018

Looks well organized, but always nice to see an insurance binder of some sort.

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:

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---

**From:** Nicole Roebuck  
**Sent:** Wednesday, July 11, 2018 9:46 AM  
**To:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter  
**Subject:** A Reason to Ride Bike Race - September 9, 2018

Good Morning,

Please take a look at the attached documents submitted in person by Tom DesFosses regarding their road race fundraiser on Sunday, September 9, 2018 with the intent of using Wenham streets. Please reply with any questions and/or your recommendation to the BOS on this request.

Thank you,  
Nicci

**Nicci Roebuck**  
*Executive Assistant*  
*Town Administrator's Office*

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



## Nicole Roebuck

---

**From:** Stephen B. Kavanagh  
**Sent:** Wednesday, July 11, 2018 11:11 AM  
**To:** Nicole Roebuck  
**Subject:** RE: A Reason to Ride Bike Race - September 9, 2018

Nicci, I see no problem with this event.

---

**From:** Nicole Roebuck  
**Sent:** Wednesday, July 11, 2018 9:46 AM  
**To:** Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter  
**Subject:** A Reason to Ride Bike Race - September 9, 2018

Good Morning,

Please take a look at the attached documents submitted in person by Tom DesFosses regarding their road race fundraiser on Sunday, September 9, 2018 with the intent of using Wenham streets. Please reply with any questions and/or your recommendation to the BOS on this request.

Thank you,  
Nicci

**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**

*August 7, 2018*

### **DRAFT MOTION**

#### **Reason to Ride Bike-A-Thon & 5K Walk**

- Vote: I move the Board of Selectmen authorize Tom DesFosses to use the specified sections of Maple Street, Cherry Street, Monument Street, Main Street, Cedar Street and Topsfield Road for their Reason to Ride Bike-A-Thon and 5K on Sunday, September 9, 2018 raising funds for leading edge cancer research at Beth Israel Deaconess Medical Center, Boston.

Seconded / Discussion/ Vote



Carpe Diem! (1)  Boston

## For the Love of Pete Memorial Motorcycle Ride

**23 SEPTEMBER**

10:30 - 16:00

 30 FACEBOOK EVENT PAGE ([HTTPS://WWW.FACEBOOK.COM/EVENTS/579791489086610/](https://www.facebook.com/events/579791489086610/))

Map data ©2018 Google

**American Legion Post 227 Augustus P. Gardner Middleton MA**  
69 River St, Middleton, Massachusetts 01949

Second Annual Memorial Ride, arrival time of 10:30 (for motorcycles), kick stands up at 11:00, beginning an approximate 60 minute ride through Middleton, Topsfield, Wenham, Hamilton, Ipswich and Danvers. Lunch, drinks, raffles, silent auction and live band from 12:00-4:00. Cost is \$20 per bike, \$10 additional for those with a passenger. All are welcome, whether you're riding or not, we just ask for a donation of your choosing, either at the door or to our Go Fund Me page, For The Love of Pete.

## DISCUSSION



Write a comment...

Only registered users may comment.  
Pass a quick [registration](#) or [authorization](#).

B I      

SEND

Share event on social media:



(<https://www.facebook.com/sharer/sharer.php?u=http%3A%2F%2Fboston.carpediem.cd%2Fevents%2F6822047-for-the-love-of-pete-memorial-motorcycle-ride-at-american-legion-post-227-augustus-p-gardner-middleton-ma%2F&t=For+the+Love+of+Pete+Memorial+Motorcycle+Ride>)



(<https://twitter.com/intent/tweet?source=http%3A%2F%2Fboston.carpediem.cd%2Fevents%2F6822047-for-the-love-of-pete-memorial-motorcycle-ride-at-american-legion-post-227-augustus-p-gardner-middleton-ma%2F&text=For+the+Love+of+Pete+Memorial+Motorcycle+Ride:%20http%3A%2F%2Fboston.carpediem.cd%2Fevents%2F6822047-for-the-love-of-pete-memorial-motorcycle-ride-at-american-legion-post-227-augustus-p-gardner-middleton-ma%2F>)



(<https://plus.google.com/share?url=http%3A%2F%2Fboston.carpediem.cd%2Fevents%2F6822047-for-the-love-of-pete-memorial-motorcycle-ride-at-american-legion-post-227-augustus-p-gardner-middleton-ma%2F>)



## **For the Love of Pete Memorial Motorcycle Ride**

From: Vicki Morency

11:20am: The ride will be turning left onto Cherry Street off of Topsfield Road at approximately, proceeding down Cherry and bearing left onto Monument.

At the end of Monument the ride will be turning left onto 1A and proceeding into Hamilton, through Ipswich, back into Hamilton and Wenham at approximately 11:40am, turning right onto Monument, bearing right onto Cherry and proceeding straight through the intersection of Cherry and Topsfield Rd, into Danvers.

At this time I believe there are about 150 motorcycles.





MORSA1

OP ID: JHG

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/11/2017

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).

978-777-6344

PRODUCER  
John J Doyle Insurance Agency  
85 Constitution Lane Ste 2H  
Danvers, MA 01923  
John J Doyle

CONTACT NAME: John J Doyle

PHONE (A/C, No, Ext): 978-777-6344

FAX (A/C, No): 978-777-9804

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED Sandra J. Morency  
23 Putnam Lane  
Danvers, MA 01923

## COVERAGES

## CERTIFICATE NUMBER:

## 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	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY		TBD	09/23/2018	09/23/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 3,000,000
						PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	OTHER:					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$
	DED <input type="checkbox"/> RETENTION \$					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

## CERTIFICATE HOLDER

## CANCELLATION

Town of Wenham  
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  
John J Doyle



## Nicole Roebuck

---

**From:** Tom Perkins  
**Sent:** Thursday, July 26, 2018 10:03 AM  
**To:** Nicole Roebuck  
**Subject:** RE: For the Love of Pete - Sunday, September 23rd

All looks ok to me.

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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---

**From:** Nicole Roebuck  
**Sent:** Thursday, July 26, 2018 9:22 AM  
**To:** Tom Perkins; Stephen B. Kavanagh  
**Subject:** FW: For the Love of Pete - Sunday, September 23rd

Good Morning,

Please see the information below on the request from Vicki Morency to use Wenham streets for their 2<sup>nd</sup> Annual For the Love of Pete motorcycle ride on Sunday, September 23<sup>rd</sup>. I've copied an excerpt from her original email here. Key details are highlighted in yellow. The insurance binder for Wenham is the 2<sup>nd</sup> document in the attachment.

Please reply with any questions or comments and your recommendation to the BOS.

Thank you,  
Nicci

Good morning ladies,

It's that time of year again. I'm planning the second annual For The Love of Pete Memorial Motorcycle Ride for Sunday September 23.



The route will be similar to last years, with a short trip through Wenham and Hamilton between the hours of 11:00 AM and noon. I'm in the process of getting the insurance coverage but need to know how you want me to proceed. What else do you need from me? Do you need to me to call the police department(s) or will you notify them?

Thanks and I look forward to hearing from you.

All the best,

**Nicci Roebuck**

---

**From:** Vicki Morency [mailto:vickimorency@gmail.com]  
**Sent:** Thursday, July 26, 2018 8:48 AM  
**To:** Nicole Roebuck  
**Subject:** Fwd: For the Love of Pete

Hi Nicci,

Here is the insurance binder for the ride. They did one for each town individually, so I think Wenham is the second town in the PDF.

The route will be the same as last year, entering Wenham from Topsfield on Route 97, turning left onto Cherry St, bearing left onto Monument, turning left onto 1A at Wenham Tea House and proceeding in to Hamilton. Reverse that route for the return. The ride is leaving Middleton at 11:00, and should be on Route 97 by around 11:15, and then back in to Wenham on the return by 11:45.

Thanks and let me know if you need anything else.

Question for you...I've been trying to reach Anabela Batista in Hamilton and haven't had any success. Do you know if she's still there or if there's someone else doing her job?

All the best,  
Vicki Morency

Begin forwarded message:

**From:** Julie <[julie@doyleinsurance.com](mailto:julie@doyleinsurance.com)>  
**Date:** July 25, 2018 at 12:08:09 PM EDT  
**To:** Vicki Morency <[vickimorency@gmail.com](mailto:vickimorency@gmail.com)>  
**Subject:** RE: For the Love of Pete

Please see attached per your request

Julie Gauthier  
[Julie@doyleinsurance.com](mailto:Julie@doyleinsurance.com)  
Doyle Insurance Agency  
[www.doyleinsurance.com](http://www.doyleinsurance.com)  
978-777-6344



Referrals Much Appreciated and Welcome

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

From: Vicki Morency [<mailto:vickimorency@gmail.com>]

Sent: Wednesday, July 25, 2018 10:29 AM

To: Julie

Subject: Re: For the Love of Pete

One for each town, please and thank you.

Best,  
Vicki

On Jul 24, 2018, at 9:37 AM, Julie <[julie@doyleinsurance.com](mailto:julie@doyleinsurance.com)> wrote:

Hi Vicki

Would you like one for each town? Or just one blank?

Julie Gauthier

[Julie@doyleinsurance.com](mailto:Julie@doyleinsurance.com)

Doyle Insurance Agency

[www.doyleinsurance.com](http://www.doyleinsurance.com)

978-777-6344

Referrals Much Appreciated and Welcome

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

From: Vicki Morency [<mailto:vickimorency@gmail.com>]

Sent: Monday, July 23, 2018 11:04 AM

To: Julie

Subject: For the Love of Pete

Hi Julie,

The ride is going through Middleton, Topsfield, Wenham, Hamilton, Ipswich and Danvers.



All I need from you is a copy of the binder ASAP (you can email it to me) and I will handle getting it to the correct people.

Thanks,

Vicki Morency



## Nicole Roebuck

---

**From:** Stephen B. Kavanagh  
**Sent:** Thursday, July 26, 2018 9:46 AM  
**To:** Nicole Roebuck  
**Subject:** RE: For the Love of Pete - Sunday, September 23rd

Good morning Nicci, I see no problem with this. Thank you!

---

**From:** Nicole Roebuck  
**Sent:** Thursday, July 26, 2018 9:22 AM  
**To:** Tom Perkins; Stephen B. Kavanagh  
**Subject:** FW: For the Love of Pete - Sunday, September 23rd

Good Morning,

Please see the information below on the request from Vicki Morency to use Wenham streets for their 2<sup>nd</sup> Annual For the Love of Pete motorcycle ride on Sunday, September 23<sup>rd</sup>. I've copied an excerpt from her original email here. Key details are highlighted in yellow. The insurance binder for Wenham is the 2<sup>nd</sup> document in the attachment.

Please reply with any questions or comments and your recommendation to the BOS.

Thank you,  
Nicci

Good morning ladies,

It's that time of year again. I'm planning the second annual For The Love of Pete Memorial Motorcycle Ride for Sunday September 23.

The route will be similar to last years, with a short trip through Wenham and Hamilton between the hours of 11:00 AM and noon. I'm in the process of getting the insurance coverage but need to know how you want me to proceed. What else do you need from me? Do you need to me to call the police department(s) or will you notify them?

Thanks and I look forward to hearing from you.

All the best,  
Vicki Morency  
(978)729-4941

## Nicci Roebuck

---

**From:** Vicki Morency [mailto:vickimorency@gmail.com]  
**Sent:** Thursday, July 26, 2018 8:48 AM  
**To:** Nicole Roebuck  
**Subject:** Fwd: For the Love of Pete

Hi Nicci,



## **BOARD OF SELECTMEN MEETING**

*August 7, 2018*

### **DRAFT MOTION**

#### **For the Love of Pete (Morency) Motorcycle Ride**

- Vote: I move the Board of Selectmen authorize Vicky Morency use the specified sections of Topsfield Road, Cherry Street, Monument Street and Main Street for their 2<sup>nd</sup> annual For the Love of Pete memorial motorcycle ride on Sunday, September 23, 2018 raising funds for the Danvers People to People Food Pantry.

Seconded / Discussion/ Vote



**BOARD OF SELECTMEN MEETING**

*August 7, 2018*

**NEW BUSINESS**

**E.**

**Annual Block Party Road Closure Request  
Puritan Road & Mayflower Drive**

**Saturday, August 25, 2018**

*(3 minutes)*

- Letter of request to close Puritan Road & Mayflower Drive Saturday, August 25, 2018 (*rain date: August 26, 2018*) from 2:00pm – 7:30pm from Laura Rivas, 23 Mayflower Drive
- Email recommendation from Steve Kavanagh, Chief, WFD
- Email recommendation from Kevin DiNapoli, Captain, WPD
- Draft Motion



July 30, 2018

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 25 (rain date Sunday, Aug 26) in the afternoon. 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



## Nicole Roebuck

---

**From:** Stephen <wfddepchief@comcast.net>  
**Sent:** Tuesday, July 31, 2018 11:24 AM  
**To:** Nicole Roebuck  
**Subject:** Re: Block party road closure - Puritan & Mayflower

Thank you Nicci!!

Sent from my iPhone

On Jul 31, 2018, at 11:20 AM, Nicole Roebuck <[NRoebuck@wenhamma.gov](mailto:NRoebuck@wenhamma.gov)> wrote:

According to resident Laura Rivas, 2:00pm – 7:30pm should be sufficient for the closure.

### Nicci Roebuck

*Executive Assistant  
Town Administrator's Office*

### Town of Wenham

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

---

**From:** Stephen B. Kavanagh  
**Sent:** Tuesday, July 31, 2018 8:32 AM  
**To:** Nicole Roebuck  
**Subject:** RE: Block party road closure - Puritan & Mayflower

Good morning Nicci, do we have a time frame in which the party starts and finishes? I would like to notify Regional with times other than that I am fine with it.

---

**From:** Nicole Roebuck  
**Sent:** Monday, July 30, 2018 1:08 PM  
**To:** Tom Perkins; Stephen B. Kavanagh  
**Subject:** FW: Block party road closure - Puritan & Mayflower

Please see the attached letter from Laura Rivas, 23 Mayflower Drive regarding the road closures of Puritan and Mayflower for their annual block party being held on August 25<sup>th</sup> with a rain date of August 26<sup>th</sup>.

Please reply with any questions and/or your recommendation to the BOS.

Thank you,  
Nicci

### Nicci Roebuck

*Executive Assistant  
Town Administrator's Office*

### Town of Wenham

138 Main Street, Wenham, MA 01984



**From:** Laura Rivas [<mailto:ljrivas@comcast.net>]  
**Sent:** Monday, July 30, 2018 12:53 PM  
**To:** Nicole Roebuck  
**Subject:** Block party road closure - Puritan & Mayflower

Hi Nicci,

Dacia Rubel gave me your contact info. We're planning the Puritan and Mayflower block party for Aug 25 so I've attached a letter requesting that the roads in our neighborhood be closed to traffic on that date. Is there anyone else I should loop in to this request? Would you prefer a hard copy of the letter? Please just let me know the best way to proceed!

Thank you in advance for your help!

Best,

Laura Rivas

---



## **BOARD OF SELECTMEN MEETING**

*August 7, 2018*

### **DRAFT MOTION**

#### **Neighborhood Block Party Street Closure**

- Vote: I move to approve the street closure of Puritan Road and Mayflower Drive on Saturday, August 25, 2018 from 2:00pm – 7:30pm for their Annual Neighborhood Block Party.

Seconded / Discussion/ Vote



# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## **NEW BUSINESS**

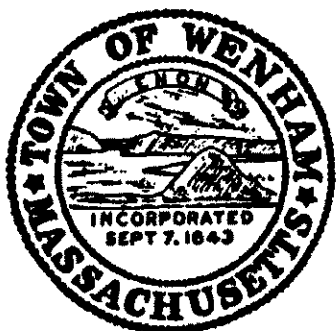
### **F.**

#### **Review of New Housing Choice Small Town Capital Grant Program and Discussion of Potential Projects**

*(10 minutes)*

- Memo regarding Potential Application for Housing Choice Small Town Capital Grant
- Letter regarding Housing Choice Small Town Capital Grant Program from Chris Kluchman, Housing Choice Program Director, Department of Housing & Community Development, July 13, 2018
- Small Town Capital Grant Application
- Housing Choice Grant Programs: Guidance for Capital Expenditures
- Town of Wenham Capital Improvement Program FY2019-2023





# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

Selectmen / Town Administrator  
TEL 978-468-5520 FAX 978-468-8014

## MEMORANDUM

TO: Board of Selectmen  
FROM: Peter Lombardi, Wenham Town Administrator  
RE: Potential Application for Housing Choice Small Town Capital Grant Program  
DATE: August 3, 2018

---

This new grant program offers up to \$100k in funding for a variety of capital projects. 134 "small" towns are eligible and DHCD only has \$1M in available funding to distribute. Looking at our anticipated upcoming capital needs, in comparing those projects against their scoring criteria, and based on the requirement that the funds be fully expended by next June 30, my recommendation is that the Town submit an application for the 40 Hull Street affordable housing project in partnership with Habitat for Humanity.

After talking to the Program Director at DHCD last week, I received confirmation that the 40 Hull Street project would be eligible and would presumably be scored favorably since it is directly related to housing. It should also score well in terms of meeting the project need standards since the AHT Action Plan clearly identifies these kinds of projects as being in line with what the community wants based on the public input we received through that process. The project timeline also aligns well with the state's deadline for expenditure - they are looking for "shovel ready" projects. It could be used for acquisition or for site work / construction as long as that work is completed by the end of FY19.

Given the expected competitive nature of the program, we should not expect to be awarded the full \$100k max but the nature of this particular project lends itself to giving the state options in terms of awarding us some other, lesser funding amount. Grant awards are expected to be announced in late September or early October. Assuming the Board is supportive of submitting an application for this project, we can then work with the Affordable Housing Trust and Habitat for Humanity to meet the state's August 17 deadline. If we are awarded any funding under this grant program, we could then reduce our AHT financial contribution and use those funds for another project down the line. Alternatively, any grant funds received could be applied to site work or construction, thereby supplementing the Town's total contribution to this project. Either way, the Town's commitment to fund \$230k in acquisition costs for this project would not change.





Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle L. Chan, Undersecretary

July 13, 2018

Dear Small Town Administrator and/or Chair of the Board of Selectmen:

I am pleased to announce a new capital grant opportunity called the *Housing Choice Small Town Capital Grant Program*. The Baker-Polito Administration's Housing Choice Initiative seeks to increase the number of new housing units as a way to address the high costs of housing. Sixty-nine communities were designated as Housing Choice Communities in May 2018 based on their record of significant production of new housing units over the last 5 years. You can read more about the initiative at <https://www.mass.gov/orgs/housing-choice-initiative>

Recognizing that many of the Commonwealth's smallest towns (those under 7,000 people) may not have the same demand to build new housing, we created a capital grant program specifically for these small towns. The Baker-Polito Administration reserved \$1 million dollars for this capital grant program with awards up to \$100,000 for new capital projects in fiscal year 2019.

This letter is accompanied by a copy of the grant application, which should be completed online at the following link:

[https://massgov.formstack.com/forms/housing\\_choice\\_small\\_town\\_grant\\_application\\_2019](https://massgov.formstack.com/forms/housing_choice_small_town_grant_application_2019)

**The grant applications are due by 3:00 p.m. August 17, 2018.**

I have also sent an email to the most recent contact from your town with this information. If you have questions about the grant, please feel free to call me at 617-573-1167 or reach me by email at [chris.kluchman@mass.gov](mailto:chris.kluchman@mass.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Kluchman'.

Chris Kluchman, FAICP  
Housing Choice Program Director

Enclosures  
FY 2019 Small Town Capital Grant Application  
Guidance on Eligible Capital Expenditures





# Small Town Capital Grant Program Application

The Housing Choice Initiative provides incentives, rewards, technical assistance and targeted legislative reform to encourage and empower municipalities to plan and build the diverse housing stock that the Commonwealth needs to continue to thrive. The Small Town Capital Grant Program makes resources available for local capital projects to communities in the Commonwealth with less than 7,000 population (based on US Census 2016 population estimates).

## Eligible Applicants

**Massachusetts municipalities with the following attributes:**

- Population less than or equal to 7,000 as of 2016 US Census population estimate (find your community's 2016 population [here](#))
- A signed Community Compact, or an application for a Community Compact
- Certification that no housing moratoria is in effect nor housing restriction bylaws (such as "growth limitations") are currently in effect.
- Towns that are under 7,000 population and also Housing Choice Communities may not apply for BOTH the Housing Choice Capital Grant and a Small Town Capital Grant, they need to pick one or the other grants

<b>Applications are due by 3:00 p.m. August 17, 2018</b>
--



You will need to have the application signed and certified by your Chief Executive Officer (typically the Chair of the Board of Selectmen).

**You may save your work and return to the form. IF you use the "Save and Resume" feature, please note that uploaded files will not be saved. Therefore, gather and keep files needed for uploading, and only upload them when you are planning to hit the "SUBMIT" button at the END of the form. Please do not submit your form without the signature.**

## **Details about Small Town Capital Grant Program**

### **Use of Funds**

These grant funds may be used for a single capital project - construction, modernization, and major repair of physical infrastructure, acquisition of property or interests in property, long-lived equipment, or, feasibility, engineering or schematic designs for capital projects as defined in the guidance document *Housing Choice Guidance for Capital Expenditures* document on the Housing Choice Web site [here](#). **These are Fiscal Year 2019 funds, and the projects must be completed no later than June 30, 2019.**

**Maximum Award Amount:** \$100,000 is the maximum grant award. DHCD reserves the right to reduce the amount of the award from the original request. There will be a two year "cooling off" period for Towns that receive grants, so that if you receive a FY 2019 grant, you will not be eligible to apply again until FY 2021.



## **Distribution of Funds**

**Invoicing:** DHCD will provide 25% of granted funds upon contract execution. The balance of granted funds will be disbursed on a reimbursement basis. Reimbursement requests should be submitted at least quarterly. Only work completed during the period of the executed contract will be eligible for reimbursement. Upon receipt of all required deliverables the community will be reimbursed for the balance of any grant funds outstanding.

## **Contract with DHCD and Award of Funds**

Successful applicants must enter into a contract with DHCD on a timely basis, after award notification by DHCD. Funding is subject to approval of the DHCD operating and capital budgets. If selected, the Respondent will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, filled out and signed by the Respondent
- Commonwealth Scope and Budget Form (available from DHCD)
- Completed Contractor Authorized Signature Verification Form.

A link to these forms can be found [here](#).



# Executive Officer Signature

The Housing Choice Small Town Capital Grant application requires the signature of the Executive Officer. Please print this page, get signature, scan and upload the signed pages below.

Executive Officer Name\*

First Name\*

Last Name\*

Executive Officer Email\*

## AUTHORIZATION AND CERTIFICATION

By signing below, I authorize the Town to apply for the Housing Choice Small Town Capital Grant. Furthermore, I certify that the Town does NOT have an active housing moratorium nor restrictions on construction of new housing units, AND the Town signed a Community Compact or has applied for a Community Compact.

Executive Officer Signature

---

Upload Completed Signature Page\*

Please print this page, get signature, scan and upload



# Housing Choice Small Town Capital Grant Application Form

Please provide the following:

- Information about your Town and contact person
- Brief Narrative of the proposed capital project – The narrative should contain enough detail to describe the capital project and elements listed below, but should be concise, you may provide web link(s) to significant backup materials
- Amount of Grant Request
- Upload additional materials and documentation such as price proposals, descriptions or selected pages from catalogues with information about the capital project
- Signature sheet

DHCD reserves the right to solicit additional information from applicants in order to confirm or clarify factual or procedural responses to application requirements such as copies of legal advertisements, minutes, survey instruments, letters, etc. Acceptance of these materials is subject to DHCD's satisfaction that the omitted material was in existence at the time of application and submission of the requested documents within a specified timeframe.

Small Towns with 2016 populations under 7,000\*

Choose your Town from the drop down list

Contact Name\*

First Name\*

Last Name\*



Contact Email\*

Contact Mailing Address\* Address Line 1\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ ZIP Code

## Evaluation Criteria and Scoring

Applications will be reviewed to determine overall consistency with the goals of the Housing Choice Initiative and the Small Town Capital Grants program. The evaluation of the Small Town Capital grant request is based on a review of the strength of the proposed project based on three factors: **Project Need**, **Project Readiness** and **Financial Feasibility**.

Base Points = 100

Possible Bonus Points = up to 20

Maximum Point Score = 120

### 1. Project Need (maximum total 40 points)

Project need will be scored based on demonstration of one or more of the following:

1. Legally mandated basis for the project, for example, a consent decree, noncompliance with accessibility standards, health, safety, or code violations; or ADA accessibility related repairs for housing related projects (40 points)



2. Project is included in an adopted capital improvements plan, capital expenditures plan or ADA self-evaluation and transition plan or Project included in strategic plan (housing, economic development, municipal management) or other adopted method of identifying the particular project as a priority for the applicant community (30 Points)
3. Other municipally identified and documented, capital projects needed related to your community's increase in housing units/residents over the last 5 years (25 points)
4. Other municipally identified and documented, capital projects (20 points)

## **2. Project Readiness (maximum total 30 points)**

Readiness will be scored based on demonstration of one or more of the following:

1. Project will commence upon award using established purchasing consortia, municipal material and equipment bid results or other immediately available sources for capital items and the project has complete design and/or specifications and will proceed to bid upon grant award (up to 30 points)
2. The project is eligible for feasibility, design and/or engineering services by a contractor already under contract with the applicant (up to 25 points)
3. For real estate acquisition projects, the applicant has site control (an executed purchase and sale agreement, option, or right of first refusal) (up to 20 points)
4. Project bid specification preparation or consultant selection RFP process will commence upon award OR property acquisition project where further action(s) are needed to secure site control (up to 15 points)



### **3. Financial Feasibility (maximum total 30 points)**

Financial Feasibility will be scored based on demonstration of one or more of the following:

1. The project request fully funds the project or fills the last funding gap in an otherwise fully-funded project (30 points)
2. The project requests a portion of the funds necessary to complete the project and evidence of other grant applications and potential award schedule is provided (25 points)
3. Project request includes an approved draft warrant article or recommended community preservation funds request to pursue remaining funding with a funding award schedule, with alternative sources identified, that allows for completion by June 30, 2019 ( 15 points)
4. The project includes more than 10% local match in funding (5 points)

**Application Bonus Points.** In addition to Project scoring, additional application points will be awarded for:

- Housing-related applications - 20 points, or
- Economic development-related applications - 10 points

Applicants must describe the basis for determining that a project is housing-related or economic development-related in their Narrative.

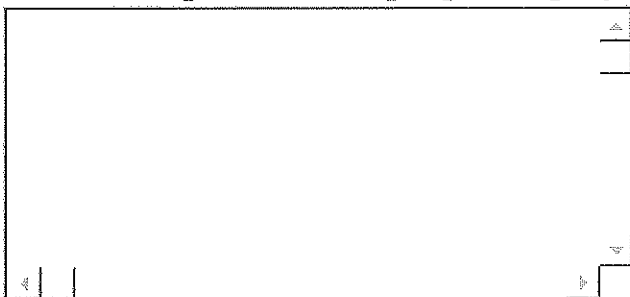
### **Information about the proposed capital project**

1. Description of the capital project and positive outcomes expected as a result of the requested assistance
2. Grant amount requested and related project cost information
3. Need for the capital project
4. Project Schedule (when will the capital expenditures be made)



## 5. Financial Feasibility (Project budget and other funding if applicable)

### 1.a. Description of the proposed project\*



Note: you may upload supporting documentation below

### 1.b. Upload additional description about the project here

Only one file may be uploaded here (provide your documentation in one file)

### 1.c. What type of capital project are you submitting?\*

- ☐ Related to Housing (20 Bonus Points)
- ☐ Related to Economic Development (10 Bonus Points)
- ☐ Other

The project narrative in 1.a. above should clearly identify how your project fits these categories

### 2.a. Grant Amount Requested (numbers only, no \$ or ,)\*

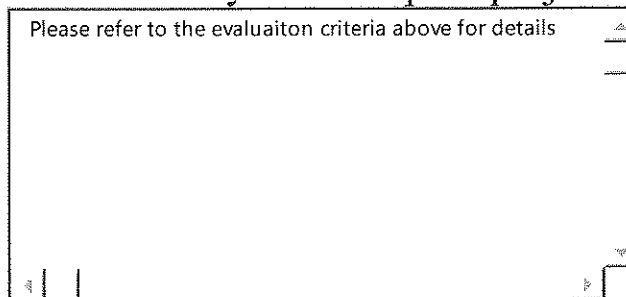
Please provide a project budget and/or written cost estimate below

### 2.b. Upload supporting cost information here

Only one file may be uploaded here (provide your documentation in one file)

### 3.a. Describe the project need here - why is this capital project

important to your Town?\*



Note: you may upload supporting documentation below



### 3.b. Upload information here

Only one file may be uploaded here (provide your documentation in one file)

### 4.a. Describe the project schedule when will the capital expenditure

take place?\*

Please refer to the evaluation criteria above for details

Note: you may upload supporting documentation below

### 4.b. Upload supporting schedule information here

Only one file may be uploaded here (provide your documentation in one file)

### 5.a. Describe the financial feasibility here - are other funds needed, if so, where will they come from?\*

Please refer to the evaluation criteria above for details

Note: you may upload supporting documentation below

### 5.b. Upload supporting financial feasibility here

Only one file may be uploaded here (provide your documentation in one file)



## 1. General

The Housing Choice Capital grant programs are restricted for local capital projects. The Executive Office for Administration and Finance of the Commonwealth (ANF) is the state agency with authority and responsibility for determining what constitutes a “capital expenditure” and, therefore, an authorized use of the capital funds to be used for the Choice Program. Therefore, DHCD is issuing this guidance to aid Municipalities in understanding what may constitute a capital expenditure, and to refer Municipalities to ANF and Department of Revenue (DOR) resources for further guidance. It is not DHCD’s intention to substitute DHCD’s judgment for that of ANF or DOR, and Municipalities with further questions should consult those agencies directly.

## 2. Terminology<sup>1</sup>

- a. A **“capital expenditure”** is an expenditure made in acquiring, adding to or bettering a “fixed” or “capital” asset. For accounting purposes, capital expenditures are not charged against current revenue. They are added to capital account or “capitalized” and then may be depreciated, amortized, or recovered when the underlying asset is sold. This concept should be distinguished from an expenditure or cost which, for accounting purposes, is charged against current revenue (referred to as an “expense”).
- b. The terms **“capital asset”** and **“fixed asset”** are used interchangeably. According to the Municipal Finance Glossary published by DOR’s Division of Local Services (DLS),<sup>2</sup> the term **“Capital Assets” includes all tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extended beyond a single financial reporting period.** DLS’ Municipal Finance Glossary gives examples of capital assets including land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment, noting that communities typically define capital assets in terms of a minimum useful life and a minimum initial cost.
- c. This concept of communities “defining” capital assets is important, as Massachusetts gives Municipalities flexibility to develop their own definitions of capital assets as part of their capital improvements program. DLS guidance for Municipalities on developing a capital improvements program<sup>3</sup> describes the process by which a Municipality should develop the

<sup>1</sup> Many of the terms used in this Capital Expenditures section are derived from the Budget Glossary published by ANF and available at <http://www.mass.gov/anf/budget-taxes-and-procurement/state-budget/budget-process/budget-glossary.html#gC>.

<sup>2</sup> Municipal Finance Glossary, available at <https://www.mass.gov/files/documents/2017/09/08/Municipal%20Finance%20Glossary.pdf>.

<sup>3</sup> Division of Local Services, Massachusetts Department of Revenue, *Capital Improvement Planning Guide: Developing a Comprehensive Community Program*, August, 2016, available at <http://www.mass.gov/dor/docs/dls/tab/cipguidefinal.pdf>. This guide superseded earlier guidance Municipal Data Management and Technical Assistance Bureau, Division of Local Services, Department of Revenue, *Developing a Capital Improvements Program: A Manual for Massachusetts Communities*, March, 1997.



key components of a capital improvements program: a **capital budget** and a **capital program**. As described in DLS' *Capital Improvement Planning Manual*,<sup>4</sup> local policymakers define the criteria by which an expenditure is determined to be a capital expenditure or an expense in a departmental operating budget:

"For instance, a policy might state that to qualify as a capital expenditure, a proposed purchase or project must have a useful life of five years or more and must exceed \$25,000 in cost. Both thresholds must be satisfied; otherwise the purchase or project is not a capital item and should be funded as an expense in the departmental operating budget. Local policy may also dictate that any capital expenditure less than \$50,000 should be financed through cash and that requesting departments must clearly state all impacts to the operating budget in their project descriptions."

- d. Another way of thinking about capital expenditures is that they are typically expenditures that can materially add to the useful life of property and remain in use for an indefinite period of time.<sup>5</sup> Based on Internal Revenue Service and DLS guidance, capital expenditures may include, but are not limited to:
  - i. Acquisition costs - land, buildings and other capital assets;
  - ii. New building construction or capital improvements to existing infrastructure;
  - iii. Infrastructure such as roads, sidewalks and curbs, bridges, tunnels, electrical lines, water lines, and sewer lines;
  - iv. The cost of acquiring long-term easements over real property;
  - v. Acquisition costs of vehicles, machinery, and heavy equipment, or major building fixtures;
  - vi. The cost of acquiring, creating, or making major renovations to parks and recreational fields;
  - vii. Research and feasibility studies, engineering or design work required for a capital project; and
  - viii. Certain computer equipment and technology.
- e. Expenditures not associated with tangible property or those expenditures associated with tangible property that does not have a minimum useful life span are not capital expenditures. Examples of costs that are **not** capital expenditures include, but are not limited to:
  - i. Operating expenses including rent, salaries, insurance, and utilities;
  - ii. Maintenance expenses;
  - iii. Small purchases with a short life span including most office equipment, purchases associated with meetings and events, and all perishable items; and

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<sup>4</sup> *Capital Improvement Planning Manual Forms and Instructions*, August 2016, available at <http://www.mass.gov/dor/docs/dls/tab/cipmanualfinal.pdf>.

<sup>5</sup> *Id.*



iv. Ongoing debt service payments.

3. Expenditures In Connection with Privately Owned Project Serving a Public Purpose.

Some Municipalities may wish to make funds available as loans or grants to private parties to further a legitimate public purpose. For example, a Municipality might make a loan of funds to a developer to fund capital expenditures relating to an affordable housing development. While each determination will be fact-specific, a key factor will be whether the Municipality holds a long-term recorded use restriction limiting the use of the property in a manner that furthers a public purpose. For example, M.G.L. c. 184, § 31 specifically authorizes use restrictions, either in perpetuity or for a specified number of years, for several identified purposes, including conservation, historic preservation, agriculture, watershed restriction and affordable housing.

4. Consistency with Capital Improvements Plan.

For a Municipality with a Capital Improvements Plan, factors relevant to the determination as to whether a particular cost constitutes a “capital expenditure” that may be funded from Housing Choice Grants will include whether the expenditure is associated with tangible property that has a minimum useful life span consistent with the Municipality’s Capital Improvements Plan, and whether the amount of the expenditure exceeds the threshold established under the Municipality’s Capital Improvements Plan.

5. Consultation with Division of Local Services.

This guidance is intended to offer Municipalities a general sense of the types of expenditures that will qualify as “capital expenditures” that may be funded from Housing Choice Grants. Municipal officials with questions regarding specific proposed expenditures should consult DLS. For contact information and additional DLS guidance, see <https://www.mass.gov/orgs/division-of-local-services>.



Town of Wenham  
Capital Improvement Program FY 2019-2023

Department	FY 2019	TA Recommended & BOS/FinCom Approved	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	5 year total
<b>DPW</b>								
2 Highway Plow Trucks	\$20,923	\$20,923	General Fund Operating (Nonexcluded Debt)	\$19,584	\$18,267			\$58,774
Peterbilt Truck	\$43,020	\$43,020	General Fund Operating	\$43,020	\$43,020			\$129,060
Mini Excavator	\$4,632	\$4,632	DPW Revolving	\$4,632				\$9,264
State Road Capital	\$150,000	\$150,000	Chapter 90	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Highway Road Capital	\$85,000	\$85,000	General Fund Operating (\$40k) & Free Cash (\$45k)	\$90,000	\$100,000	\$100,000		\$375,000
Front end Loader	\$40,000	\$40,000	Free Cash	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Portable Hydraulic Lift	\$45,000	\$45,000	Free Cash					\$45,000
Mowers	\$7,000	\$7,000	DPW Revolving					\$7,000
One Ton Pick-up				\$60,000				\$60,000
Backhoe				\$170,000				\$170,000
Landscape Trailer					\$5,200			\$5,200
Medium duty Truck w/ Plow					\$170,000			\$170,000
DPW Fuel Storage Tank					\$250,000			\$250,000
Total DPW in General Fund Operating		\$103,943						
Total DPW from Free Cash		\$130,000						
Total DPW	\$395,575	\$395,575		\$577,236	\$776,487	\$290,000	\$190,000	\$2,229,298
<b>Police</b>								
Front line Cruiser	\$40,000	\$40,000	General Fund Operating	\$42,000	\$42,000	\$42,000	\$42,000	\$208,000
Administrative Vehicle	\$17,500	\$17,500	Free Cash	\$12,000	\$12,000	\$15,000	\$15,000	\$71,500
Tactical Vests				\$12,000				\$12,000
4 MDT units (Cruiser Laptops)					\$24,000			\$24,000
Auto Plate Reader						\$22,000		\$22,000
14 Rifles							\$14,000	\$14,000
Station Cameras & Security Hardware Upgrade							\$150,000	\$150,000
Total Police in General Fund Operating		\$40,000						
Total Police from Free Cash		\$17,500						
Total Police	\$57,500	\$57,500		\$66,000	\$78,000	\$79,000	\$221,000	\$501,500
<b>Fire Dept</b>								
Pumper Fire Truck	\$87,359	\$87,359	General Fund Operating (Nonexcluded Debt)	\$81,768	\$76,269			\$245,396
Administrative Vehicles					\$45,000	\$50,000		\$95,000
Portable Radios	\$30,000	\$30,000	Free Cash					\$30,000
Protective Gear					\$25,000			\$25,000
Rescue Truck/Ambulance				\$100,000				\$100,000
Total Fire in General Fund Operating		\$87,359						
Total Fire from Free Cash		\$30,000						
Total Fire	\$117,359	\$117,359		\$181,768	\$146,269	\$50,000	\$0	\$495,396
<b>IT</b>								
Financial Software	\$19,413	\$19,413	General Fund Operating (Nonexcluded Debt)	\$18,171	\$16,949			\$54,533
Library Computers				\$11,000				\$11,000
PCs/Laptops	\$7,000	\$7,000	General Fund Operating	\$10,000	\$10,000	\$10,000	\$10,000	\$47,000
Library Server		\$3,000	General Fund Operating	\$9,600				\$9,600
Permitting Software Upgrade	\$3,000	\$3,000	General Fund Operating					\$3,000
Total IT in General Fund Operating		\$26,413						
Total IT from Free Cash		\$0						
Total IT	\$26,413	\$26,413		\$48,771	\$26,949	\$10,000	\$10,000	\$125,133
<b>Recreation</b>								
Replace Gym Floor	\$2,063	\$2,063	General Fund Operating					\$2,063
Tennis courts at Pingree Park					\$30,000			\$30,000
High School Turf Field							\$3,671,863	\$3,671,863
Total Recreation in General Fund Operating		\$2,063						
Total Recreation from Free Cash		\$0						
Total Rec	\$2,063	\$2,063		\$0	\$30,000	\$0	\$3,671,863	\$3,703,926
<b>Library</b>								
Phone System Upgrade	\$6,500	\$6,500	State Aid					\$6,500
Repair Sidewalk				\$12,000				\$12,000
Carpet Replacement 1st/2nd Floors				\$65,000				\$65,000
Total Library in General Fund Operating		\$0						
Total Library from Free Cash		\$0						
Total Library	\$6,500	\$6,500		\$77,000	\$0	\$0	\$0	\$77,000
<b>Miscellaneous</b>								
Mini Excavator	\$4,632	\$4,632	Cemetery Reserves	\$4,632				\$9,264
Paint Town Hall	\$18,000	\$18,000	Free Cash					\$18,000
Used Utility Truck	\$5,000	\$5,000	Free Cash					\$5,000
Replace Town Hall Cornerstones				\$15,000				\$15,000
COA Roof Repairs				\$15,000				\$15,000
Total Misc in General Fund Operating		\$0						
Total Misc from Free Cash		\$23,000						
Total Facilities	\$27,632	\$27,632		\$34,632	\$0	\$0	\$0	\$62,264
<b>Iron Rail</b>								
Replace Roofing, Gutter, and Fascia	\$12,000	\$12,000	Iron Rail Rental Revolving - Nonexcluded Debt	\$12,000	\$12,000	\$12,000	\$12,000	\$60,000
Road and Parking Lot Paving	\$5,000	\$5,000	Iron Rail Rental Revolving - Nonexcluded Debt	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Design and Replace Septic System	\$7,500	\$7,500	Iron Rail Rental Revolving - Nonexcluded Debt	\$7,500				\$15,000
Total Iron Rail in General Fund Operating		\$0						
Total Iron Rail from Free Cash		\$0						
Total Iron Rail	\$24,500	\$24,500		\$24,500	\$17,000	\$17,000	\$17,000	\$100,000
<b>Water</b>								
Mini Excavator	\$4,632	\$4,632	General Fund Operating	\$4,632				\$9,264
Water Tower Construction	\$75,750	\$75,750	General Fund Operating (Nonexcluded Water Debt)					\$75,750
Utility Truck with Plow	\$54,000	\$54,000	Water Surplus					\$54,000
Water Capital Reserve	\$35,000	\$35,000	General Fund Operating	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Emergency Generator at Pleasant St Pump Station						\$125,000		\$125,000
Total Water in General Fund Operating		\$115,382						
Total Water from Water Surplus		\$54,000						
Total Water	\$169,382	\$169,382		\$39,632	\$35,000	\$160,000	\$35,000	\$439,014
Total General Fund Operating		\$375,160						
Total One-time Funds (Free Cash, etc)		\$254,500						
Other Funding Sources		\$197,264						
Summary	\$826,924	\$826,924		\$1,049,539	\$1,109,705	\$608,000	\$4,144,863	\$7,733,531



# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## NEW BUSINESS

### G.

## Discussion of Affordable Housing Trust Action Plan

*(10 minutes)*

- Wenham Affordable Housing Trust Action Plan FY2019-2023, JM Goldson Community Preservation & Planning, June 20, 2018



**J M Goldson**

community preservation  
+ planning

**TOWN OF WENHAM**

# **Wenham Affordable Housing Trust Action Plan**

**FY2019-2023**

**PREPARED FOR:**

Town of Wenham  
138 Main Street  
Wenham, MA 01984

**PREPARED BY:**

JM Goldson community preservation + planning

**ADOPTED BY:**

Wenham Affordable Housing Trust  
June 20, 2018

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# Acknowledgements

The **Wenham Affordable Housing Trust (WAHT)** Board of Trustees led the production of the Wenham Affordable Housing Trust Action Plan.

## **WAHT BOARD OF TRUSTEES**

Joshua Anderson, Chair  
Michelle Bailey  
Judy Bubriski  
Catherine Harrison  
Joe Hosler  
Jamie White  
Rick Woodland

## **BOARD OF SELECTMEN**

Catherine Harrison, Chair  
John Clemenzi, Vice Chair  
Jack Wilhelm, Clerk

## **With the Assistance of Planning Consultant**

Jennifer M. Goldson, AICP, JM Goldson community preservation + planning

## **The Board of Trustees gratefully acknowledge the following individuals for their contributions to this study:**

Peter Lombardi, Town Administrator  
Nicci Roebuck, Executive Assistant

Community members who gave their time and insights to this project by participating in the focus groups and interviews in October 2017 and the community workshop in January 2018.

## **The report builds on current and past work, particularly the following:**

Karen Sunnarborg Consulting, *Town of Wenham Housing Production Plan*, 2017.

The Ciccolo Group, *Town of Wenham Open Space and Recreation Plan* (ongoing)



# WENHAM AFFORDABLE HOUSING TRUST ACTION PLAN

## Executive Summary

### Purpose and Background

Through this planning effort, the Wenham Affordable Housing Trust's Board of Trustees (Board) developed a clear understanding of its five-year goals, priority initiatives, and how the trust will operate. The overall intention of this Plan is to lay out the results of this process. Specifically, the purpose of this plan is threefold:

- Enhance the Board's transparency and strengthen communication with the Wenham community and town officials.
- Establish a deliberate focus to the work of the Board and the use of Trust resources, including Trust funds and property.
- Ensure that the Trust resources are used to further town goals and objectives to address local housing needs and reinforce other interrelated community goals.

### Planning Process

The Board led the creation of this Plan with the assistance of planning consultant Jennifer Goldson of JM Goldson community preservation + planning. The process spanned nine months from August 2017 to May 2018 and included a community tour, six Board meetings with the consultant, focus groups and interviews of various community stakeholders, a community workshop, and presentation to the Board of Selectmen.

A detailed project schedule is provided in the appendices.

August-Sept	Community tour & meeting with Trust
October	Focus groups & telephone interviews
Nov-Dec	Prepare community outreach
January	Community workshop
February	Review workshop results
March	Prepare and review draft action plan
April-May	Revise plan based on Trust review
June	Present final plan at BOS meeting

### WAHT Purpose & Mission

Based on a recommendation of the 2008 Wenham Housing Action Plan, the Town Meeting approved the creation of the **Wenham Affordable Housing Trust (WAHT)**, per MA General Laws Chapter 44 Section 55C (MGL c.44 s.55C), in May 2009.

The purpose of the Trust, as stated in the town's General Bylaws, is to provide for the creation and preservation of affordable housing in the Town of Wenham for the benefit of low- and moderate-income households. (See Chapter 3 for definitions and more information about affordable housing in Massachusetts).

The Board is responsible for overseeing the Trust funds and for making allocation recommendations to the Board of Selectmen. The Board's mission, as established through this plan is to guide the allocation of Trust funds to most effectively address Wenham's housing needs, including, but not limited to, achieving and maintaining compliance with Chapter 40B, through initiatives that foster appropriately scaled, located, and designed affordable/mixed-income housing.



## Five-Year Goals

The Board's goals for fiscal years 2019-2023 reflect community priorities gleaned from this planning process. The goals describe the Board's desired outcomes for the use of Trust resources, including the Board's time and effort. The goals provide a framework to focus the Board's actions in the coming years.



**GOAL 1:** Advance public awareness of housing needs and community benefits

**GOAL 2:** Prioritize allocation of trust funds to help achieve the Chapter 40B 10 percent goal for affordable housing

**GOAL 3:** Support initiatives to help address local housing needs

**GOAL 4:** Advocate for town policy and regulations to promote creation of affordable housing

## Priority Initiatives

The Board's priority initiatives intend to advance the four goals described above. The initiatives include actively-promoting the construction of new affordable housing units that are well-designed and context sensitive as well as converting existing market-rate homes to affordable homes. Through these initiatives, the Board aims to create 26 affordable units in the coming five years that will count on the State's Subsidized Housing Inventory to comply with MGL Chapter 40B.

For these efforts to be successful, the following it will be critical:

- Strengthen community support for affordable housing
- Increase Trust revenue including allocation of CPA funds and solicitation of private donations
- Adopt local housing policies and regulatory incentives to promote the creation of more diverse housing types
- Expand the Board's capacity by engaging professional planning/development assistance



## Report Organization

This Action Plan has four chapters and a series of appendices. The chapters consist of the following:

- Chapter 1 describes the Board's mission, five-year goals, and priority initiatives with a general schedule for short term, intermediate term, ongoing, and long term (after reaching 10 percent under Chapter 40B).
- Chapter 2 focuses on how the Board of Trustees plans to accomplish the goals and priorities laid out in this plan and includes a description of the operating approach, strategies, potential funding sources, and a five-year budget identifying intended sources and uses of Trust funds for fiscal years 2019-2023.
- Chapter 3 provides background information to support the plan including information about the Wenham Affordable Housing Trust, affordable housing in Massachusetts, Wenham's affordable housing needs, eligible uses of Trust funds and legal considerations, and Trust operating frameworks.
- Chapter 4 briefly describes the main conclusions of the public engagement process, which consisted of stakeholder interviews and a community workshop.

In addition, the appendices provide a variety of supporting documentation including the Declaration of Trust, Wenham's Subsidized Housing Inventory, the detailed project schedule, and a summary of the community workshop.



# Chapter 1: Mission, Goals, and Priorities

This chapter focuses on what the Board hopes to accomplish – its mission, goals, and priority initiatives – over the next five years.

## Mission

The Wenham Board of Trustee's mission is to guide the allocation of Trust funds to most effectively address Wenham's housing needs, including, but not limited to, achieving and maintaining compliance with Chapter 40B, through initiatives that foster appropriately scaled, located, and designed affordable/mixed-income housing.

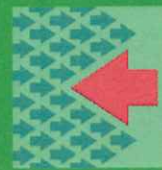
## Goals

The Board's five-year goals respond strategically to Wenham's housing needs, the direction provided through community engagement, and considerations of feasibility.

### GOAL 1: ADVANCE PUBLIC AWARENESS OF HOUSING NEEDS AND COMMUNITY BENEFITS

The Board will work to promote public awareness of affordable housing issues through community outreach and education about local and regional housing needs. Negative attitudes about new housing development are harmful to the community and creates barriers to meeting local housing needs. A public awareness campaign focusing on the positive impact that affordable housing has on individuals, families, and the community and how affordable housing can support other community goals can help to garner community support for local affordable housing policies and initiatives.

Housing goals & strategies to address local needs should be customized for your community.



- Approach
- Amount
- Scale/Size
- Design & Type

### GOAL 2: PRIORITIZE ALLOCATION OF TRUST FUNDS TO HELP WENHAM ACHIEVE THE CHAPTER 40B 10 PERCENT GOAL FOR AFFORDABLE HOUSING

The Board will prioritize recommending funding allocations for initiatives that will help Wenham comply with Chapter 40B. Wenham is close to meeting the state's 10 percent affordable housing goal per Chapter 40B. At the time of this writing, Wenham has 118 units<sup>1</sup> listed on the state's 40B **Subsidized Housing Inventory (SHI)**, which is 8.4% of total year-round housing units.<sup>2</sup> The Town would need to produce 22 SHI-eligible units to reach 10 percent.



Note that the town's base year-round units will be updated based on the 2020 US Decennial Census and the town will likely require additional SHI units at that time to comply with Chapter 40B. Therefore, the Board aims to recommend allocation to Trust funds to produce 26 units over the next five-years.

<sup>1</sup> This is four less than the number of units on the SHI per the 2017 Housing Production Plan because of the loss of four group home units/beds.

<sup>2</sup> Source: Massachusetts Department of Housing and Community Development, *Chapter 40B Subsidized Housing Inventory*, September 14, 2017.



### GOAL 3: SUPPORT INITIATIVES TO HELP ADDRESS LOCAL HOUSING NEEDS

The Board will also support initiatives that help address local housing needs, including initiatives that do not produce SHI-eligible units. Wenham's housing needs go beyond the minimum housing needed to meet the state's Chapter 40B goal. As documented in the 2017 Housing Needs Assessment, Wenham needs rental housing including for local workers, first time homebuyer options, accessible units, and units with supportive services for seniors and individuals with disabilities. About ¼ of all households are earning at or below 80 percent of the **area median income (AMI)** and could potentially qualify for affordable housing. Although median household income is among the highest in the state, there is a very vulnerable population living in Wenham with limited financial means, including about 188 households with income less than \$25,000. The Trust will continue to be an important resource to help address these local needs even after the town complies with the minimum requirements of Chapter 40B.

### GOAL 4: ADVOCATE FOR TOWN POLICY AND REGULATIONS TO PROMOTE CREATION OF AFFORDABLE HOUSING

The Board will study best practices and advocate for improvements to town policies and regulations to help address local housing needs. The Wenham Zoning Bylaws have some provisions to encourage the creation of affordable housing in Wenham. The bylaw permits, by special permit, affordable accessory apartments (Section 4.3.3), a senior housing overlay district with an affordability requirement (Section 12.3), and flexible development regulations (Section 11.1) that requires affordable housing as a condition of the special permit. Wenham's zoning provisions should be evaluated for their effectiveness to produce affordable housing that meets local housing needs and, through a study of best practices, determine if there are ways that the Zoning Bylaws could be strengthened.

## Priority Initiatives

The following initiatives, described below, detail how the Trust funds will be used to address the Trust's five-year goals. The initiatives, listed in brief below and in more detail to follow, are categorized by recommended year(s) of implementation as well as ongoing initiatives.

#### Short Term (Years FY19-20)

1. *ACTIVELY PROMOTE THE CONSTRUCTION OF APPROPRIATELY-SCALED AND LOCATED SHI-ELIGIBLE AFFORDABLE HOUSING ON TAX TITLE/SURPLUS TOWN PROPERTY*
2. *FOSTER THE CONVERSION OF EXISTING HOUSES TO AFFORDABLE UNITS*

#### Intermediate Term (Years FY21-23)

3. *ACTIVELY PROMOTE THE CONSTRUCTION OF APPROPRIATELY-SCALED AND LOCATED SHI-ELIGIBLE AFFORDABLE HOUSING ON PRIVATELY-OWNED PROPERTY*

#### Ongoing

4. *BUY-DOWN ADDITIONAL MARKET-RATE UNITS TO CREATE AFFORDABLE UNITS IN NEW DEVELOPMENTS*
5. *IMPLEMENT A LOCAL PUBLIC AWARENESS CAMPAIGN TO BUILD AND MAINTAIN SUPPORT FOR AFFORDABLE HOUSING INITIATIVES*
6. *PROMOTE PROGRESSIVE ZONING BYLAWS THAT OFFER ATTRACTIVE INCENTIVES TO CREATE AFFORDABLE HOUSING*
7. *FOSTER STRONG COMMUNICATION AND INTEGRATED EFFORTS AMONG THE VARIOUS HOUSING ENTITIES ACTIVE IN THE TOWN AND REGION*
8. *INVENTORY AND MAINTAIN RELEVANT DOCUMENTS ON ALL AFFORDABLE UNITS IN WENHAM TO ENSURE EFFECTIVE MONITORING*

#### Long-Term

9. *REFOCUS PRIORITIES FOR TRUST ALLOCATIONS AFTER THE TOWN ACHIEVES COMPLIANCE WITH CHAPTER 40B*



## SHORT TERM (YEARS FY19-20)

### 1. Actively promote the construction of appropriately-scaled and located SHI-eligible affordable housing on tax title/surplus town property

Many communities in the state have utilized CPA (and Trust funds) to foster small-scale and mid-scale developments and adaptive use of existing buildings. This includes construction of single and duplexes by non-profit organizations such as Habitat for Humanity. Over 60 projects have been funded across the state to support affordable homes developed by Habitat for Humanity and other projects have funded adaptive use of existing buildings such as surplus libraries, schools, or old mill buildings. Such smaller developments are often more feasible to create homeownership units than rental due to the nature of the available funding programs and property management needs for rental projects.

The Town has developed an inventory of surplus and tax-foreclosed properties, some of which appear to have potential for small-scale development. These properties can be transferred to the Trust to create affordable housing and may be ideal properties to foster construction of small-scale single or duplex houses by a non-profit development organization.

#### ACTIONS

- Appoint a member of the Board of Trustees to act as liaison to the assessor to catalogue, prioritize, and target possible tax title properties to request transfer to trust. Maintain an inventory of active prospects at all times.
- Advocate for adoption of a municipal property disposition policy with explicit priority for transfer of appropriate town-owned properties, including tax-foreclosed properties, to the Trust for the creation of affordable housing through the Chapter 30B process.<sup>3</sup>
- Establish funding thresholds and underwriting criteria to ensure that the Trust's limited resources are utilized in the most effective manner possible and to enhance transparency of Trust allocations. (See description in the Operating and Funding chapter.)
- Secure transfer of one or more town-owned/tax-foreclosed properties to the trust for creation of affordable housing.
- Foster development of small-scale affordable housing on transferred town-owned/tax-title property by funding predevelopment activities and issuing and Request for Proposals to seek a developer.

### 2. Foster the conversion of existing houses to affordable units

Investigate creation of a program to convert existing houses to affordable units. Such a program could be structured as a first-time homebuyer program that would assist with the purchase of a house, including, in some instances property rehabilitation needs. Housing assistance programs require marketing, administration, and oversight, which could be performed by qualified town staff, a local housing authority, or a qualified organization. First time homebuyer assistance programs and purchase/rehab programs can convert existing homes to permanently restricted affordable units and tend to be structured in one of the following ways:

- Subsidy Model: This type of program provides a subsidy to qualified households to write-down a mortgage to an affordable level. In return, a permanent deed restriction would be required to ensure the unit remains affordable upon resale.
- Purchase/Rehab Model: This type of program involves purchasing housing units and reselling the units to qualified households as affordable deed-restricted units that count on the SHI. Buy-down programs will often require some rehabilitation costs to bring units up to code.
- Hybrid Model: This type of program involves issuing a Request for Proposals seeking properties to offer for sale to qualifying first time homebuyers. The property owner would be assigned to an interested and eligible purchaser and the Trust writes-down the cost of the mortgage in exchange for a permanent deed restriction. The Sudbury Affordable Housing Trust implemented a program using this model.

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<sup>3</sup> A town's designated tax title custodian is frequently the town's Treasurer. MGL Chapter 30B does not apply to land acquired through tax foreclosure and is usually sold at auction under the provisions of MGL Chapter 60, however, a municipality may designate another community agency, such as a Municipal Affordable Housing Trust, to dispose of property through a negotiated sale or Request for Proposals per Chapter 30B. (Source: Citizens' Housing and Planning Association, *Back on the Roll in Massachusetts: A Report to Return Tax Title Properties to Production Use.*)



In all models, the program would be broadly marketed in the region for qualifying first-time homebuyers with incomes at or below 80 percent AMI and limited assets as specified in the program guidelines to apply. The Trust, through a qualified lottery agent, would verify program eligibility of each applicant and hold a lottery to establish an ordered wait list for participation in the program.

To evaluate the feasibility of such a program in Wenham, the consultant reviewed recent sales data for single-family houses and condominiums. Per Multiple Listing Service (MLS) data, there were 50 single-family houses and five condominiums sold between March 29, 2017 and March 6, 2018 in Wenham.<sup>4</sup> The median sales price for all units was \$530,000. Single-family median sales price was \$532,500 and condominium median sales price was \$482,000. Accounting for Wenham's 2017 property tax rate, current mortgage rates, 5 percent down payment, and HUD income limits, a three-person household with income at 80 percent of the area median income (AMI) could afford a purchase price of about \$210,000 for a single-family house and \$195,000 for a condominium (assuming monthly condo fee of \$122). Therefore, the subsidy level required to write-down the mortgage of single-family house at the town's median in this period would be \$322,500 and for a condominium would be \$287,000.

Given the high cost of real estate in Wenham, a homebuyer program would likely set a lower sales price cap than the median sales price. For example, were a program to set a sale price cap at \$400,000 then the maximum program subsidy would be \$190,000 for a single-family and \$205,000 for a condominium. In the period analyzed, there were five single-family houses and one condominium that sold for \$400,000 or less – all had either one or two bedrooms. It is interesting to note that while in this period 67 percent of all sales prices were less than listing price, about 15 percent sold at listing price, and 18 percent sold above listing price. The median difference between sales price and listing price for a single family in the period was \$13,500 below listing price. The median difference between sales price and listing price for a condominium in the period was \$10,000 below listing price.

#### **ACTIONS**

- Determine program model: subsidy, purchase/rehab, or hybrid model. If purchase/rehab model, allocate CPA funds (either previously allocated to the Trust or seek new allocation) to take advantage of CPA's explicit exemption from MGL c. 30B s.16 procurement requirement for property acquisition.
- Design program requirements and procedures and complete an Affirmative Fair Marketing and Lottery Plan. Complete a Local Action Unit application (so that the units created through the program will be eligible for inclusion on the SHI).<sup>5</sup>
- In compliance with MGL c. 30B procurement requirements, seek the services of a local real estate broker to aid in the search for properties below determined program cap for purchase/rehab model or issue an RFP to solicit interest from sellers/property owners to participate in the program for the hybrid model.
- Contract with a qualified lottery agent and execute the Affirmative Fair Marketing and Lottery Plan to create an ordered wait list of qualified first-time homebuyers.
  - Implement program, in accordance with program model selected.

### **INTERMEDIATE TERM (YEARS FY21-23)**

#### **3. Actively promote the construction of appropriately-scaled and located SHI-eligible affordable housing on privately-owned property**

Local housing needs include the need for affordable rental units. To help respond to this need, the Board intends to investigate and pursue possibilities to foster development of rental housing on privately-owned property. The Board could consider working with property owners and soliciting interest from private developers. The Board could acquire private property or could foster opportunities for private transactions, including funding predevelopment work and offering construction subsidies.

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<sup>4</sup> Realtor Tracey Hutchinson provided data. JM Goldson calculations.

<sup>5</sup> More information on the state's Local Action Unit program: <https://www.mass.gov/service-details/local-initiative-program>



The key to this approach to foster development of private property is to promote development that is well-designed, appropriately-scaled, and in a sensible location. For example, the Board should be mindful of the Town's open space priorities, as will be established through the upcoming Open Space and Recreation Plan.

#### **ACTIONS**

- Establish funding thresholds and underwriting criteria to ensure that the Trust's limited resources are utilized in the most effective manner possible and to enhance transparency of Trust allocations. (See description in the Operating and Funding chapter.)
- Engage development consultant to identify private properties with potential for affordable/mixed-income housing development, including properties that could combine open space conservation and housing development as a conservation subdivision. Approach property owners to discuss possibilities for development and/or property bequest.

### **ONGOING**

#### **4. Buy-down additional market-rate units to create affordable units in new developments**

The Town is striving to reach the state's minimum 10 percent affordable housing goal per MGL c.40B and is subject to comprehensive permit applications. Subsidizing agencies, with respect to the Comprehensive Permit Regulations (760 CMR 56.00), require that at least 20-25 percent of units in eligible projects be affordable to low- or moderate-income households. The Town's Flexible Development zoning provisions require a minimum of 10-15 percent of a development be affordable to low- or moderate-income households. The Trust intends to explore possibilities to negotiate the inclusion of additional affordable units in such development proposals, above the minimum requirements of the subsidizing agency or the town bylaws, as warranted and as opportunities arise.

Working closely with the Town Administrator and Planning Board, the Board is interested in participating in negotiations to buy-down market-rate units to create more affordable units. This initiative would be ongoing as opportunities arise.

The Board can negotiate additional affordable units in both homeownership and rental developments. In homeownership projects, the per unit subsidy would likely be based on the delta between the market rate price and the affordable sales price of the unit and would likely result in a permanently-protected affordable unit with the state's Universal Deed Rider. In a rental development, the per unit subsidy level would be negotiated with a specific term (such as 30 years) to factor in operating costs and with an estimation of Consumer Price Index (CPI) increases.

For example, the Wellesley Housing Development Corporation (which is similar in many respects to an MAHT) recently worked with the Town and private developer to buy down two units at 978 Worcester Street. This project is proposed under Wellesley's inclusionary Zoning Bylaw, which only requires that 15 percent of units be affordable. Because the units proposed at this project were rental units, the project would need to have at least 25 percent of the units as affordable so that all the units in the development count on the SHI. With the negotiated buy-down of two additional units, the town will be able to include all units on the SHI.

#### **ACTIONS**

- Board to request role in Town's preliminary discussions with developers who are intending to request Comprehensive Permits or approval through the Flexible Development zoning provisions.

#### **5. Implement a local public awareness campaign to build and maintain support for affordable housing initiatives**

Such a campaign would clearly articulate the Wenham's housing needs to Wenham community members including town officials and residents. The Board of Trustees will also actively raise public awareness about any local housing initiatives. Creating an informed public will help build support for the other strategies laid out in this plan.

#### **ACTIONS**

- Create infographics describing housing needs and benefits to the community
- Distribute relevant information via the town's website, local news outlets, and by working with community partners
- Hold a regular housing forum to discuss progress towards housing goals and celebrate successes



- Consider creating an affordable housing online toolkit to promote understanding of the benefits of affordable housing to communities, including items like fact sheets, presentations, and downloadable exercises for interested groups
- Encourage Board of Trustee member's participation in relevant housing events, conferences, and training such as the YIMBY Town 2018 conference in Boston<sup>6</sup>
- Mobilize a network of Wenham community members to advocate for affordable housing initiatives

## **6. Promote progressive zoning bylaws that offer attractive incentives to create affordable housing**

The Board of Trustees will work closely with town officials to advocate for local policies and regulations, including zoning regulations, that further promote creation of affordable housing in the community—especially efforts to address the Wenham's priority housing needs.

### **ACTIONS**

- Seek town funding allocation for a review of the zoning bylaw and other relevant local bylaws/regulations to evaluate barriers to affordable/mixed-income housing development, identify best practices for comparable communities, and recommend zoning or other regulatory amendments to foster development that will help address local housing needs

## **7. Foster strong communication and integrated efforts among the various housing entities active in the town and region**

Wenham has a variety of local and regional entities working to address affordable housing needs and support households in need including the Wenham Housing Authority, Wenham Council on Aging, North Shore HOME Consortium, Gloucester/Haverhill/Salem/Essex County Continuum of Care, Harborlight Community Partners, North Shore Community Development Corporation, YMCA of North Shore, and Habitat for Humanity of the Cape Ann, among others. The Board of Trustees will be a point of contact to provide overall coordination, foster strong communication, and encourage integrated efforts among the various housing entities.

### **ACTIONS**

- Attend at least one meeting annually of relevant entities and foster communication through regular point of contact.
- Convene a regular affordable housing round-table and take a lead role in communications.

## **8. Inventory and maintain relevant documents on all affordable units in Wenham to ensure effective monitoring**

Wenham's SHI includes 17 units that are in private developments. The Trust can serve an important function for the town by monitoring those units to ensure that the restrictions are properly adhered to and that income-qualified households are selected upon unit turn over.

### **ACTIONS**

- Establish an inventory of affordable units with supporting documentation including the deed riders and/or regulatory agreements setting out the terms of affordability and procedures when units turn over.
- Determine official monitoring agent and stay in regular contact to ensure collaboration between the town/Trust and monitoring agent.

## **LONG-TERM**

### **9. Refocus priorities for Trust allocations after the town achieves compliance with Chapter 40B**

In the upcoming years, Wenham will likely achieve compliance with the state's Chapter 40B ten-percent goal. After that time, the Board will continue to utilize Trust funds to meet Wenham's housing needs and may consider reprioritizing initiatives and the Trust's focus. The Board would likely initiate an strategic planning process to update this Plan to guide its actions in light of changing circumstances.

<sup>6</sup> <https://yimby.town/>



## Chapter 2: Operating and Funding

This chapter focuses on how the Board of Trustees plans to accomplish the goals and priorities laid out in this plan and includes a description of the operating approach, strategies, potential funding sources, and a five-year budget.

### Operating Approach

The Board will operate as an active initiator (rather than as a more passive funder). This is an active role that will create maximum flexibility over use of trust funds and optimize opportunities to utilize town-owned property to foster development of affordable housing and establish a housing assistance program in addition to undertaking an educational and advocacy role.

#### **ESTABLISH FUNDING THRESHOLDS AND UNDERWRITING CRITERIA.**

To lay a foundation for the Board to utilize Trust funds wisely, the Board should adopt funding thresholds and underwriting criteria to ensure that its limited resources are utilized in the most effective and most transparent manner possible.

The purpose of funding thresholds is to guide the allocation of Trust funding to development projects. The Board would utilize these funding thresholds to determine level of funding allocated to foster development on town-surplus/tax foreclosed properties, buy-down units in market-rate developments, or to foster development on private property.

Examples of funding criteria for consideration:

- Consistency with Wenham's community development and preservation goals as established through the Town's most recent Master Plan/Comprehensive Plan, Open Space and Recreation Plan, Community Preservation Plan, or other relevant planning documents
- Consistency with fair housing to affirmatively encourage equity, promote housing choice, enhance mobility, and promote greater opportunity.
- Term of affordability for as long as possible under the law and realities of funding
- Targeted affordability to most critical housing needs – namely, rental housing including for local workers, first-time homebuyer options, handicap accessible units including for older adults, developments with integrated support services.
- Financial feasibility.
- Maximum leveraging of Trust Funds.
- Regeneration of Trust Funds to help to regenerate Trust funds. (Such mechanisms to consider include short-term loans, longer-term gap financing loans, and shared-equity agreements.)

The Trustees should adopt underwriting criteria for trust-funded development initiatives to ensure the Board appropriately fulfills its fiduciary responsibility as trustees of the trust. Standard underwriting criteria include:

- maximum Trust award amounts per project
- maximum per unit cost (further leveraging of funds)
- approval of permits and any other government approvals
- award terms
- maximum developer and contractor profits and overhead, etc.



## Operating Strategies

The most effective housing trusts operate with transparency, strong communication, clear and strategic priorities, and professional capacity. Well considered operating strategies can help the Trustees be more productive, efficient, and successful in achieving its mission, and can help ensure that the Trustees comply with relative laws and regulations.

### ONBOARDING NEW MEMBERS

For the long-term success of the trust, it is vital to provide new member with the information and resources they need to quickly and fully understand their role and responsibilities. Create a binder of important documents for all Trustees. The binder should include this plan; the state's trust statute; town trust bylaw; Declaration of Trust; the Massachusetts Housing Partnership's (MHP) Operations Manual for Municipal Affordable Housing Trusts; the state's Open Meeting law, Procurement law, and Conflict of Interest law; and pertinent documents regarding past trust-fund revenue and expenditures. In addition, new members could be sent to one of MHP's Trust Trainings and/or the Massachusetts Housing Institute.

### SUBCOMMITTEES OR WORKING GROUPS

To undertake the initiatives laid out in this plan and to ensure maximum operating efficiency and effectiveness, the Board of Trustees should establish subcommittees or working groups to meet one or more times between trust meetings and to undertake discrete tasks related to the subcommittee's purpose.

All trustees, except the chair, should be expected to actively participate in one subcommittee and report back to the full board at its regular monthly meeting. Board meetings should include standard agenda topics for reporting on subcommittee work.

It is important to properly notice meetings that are subject to the MA Open Meeting Law. The town attorney/counsel's advice should be sought if requirements for subcommittees or working group meetings need additional clarity.

### STRATEGIC MANAGEMENT

The Board of Trustees' regular meetings will naturally be mostly focused on immediate responsibilities and achieving next steps on current initiatives. Strategic planning and management requires dedicated time where achievement of longer-term goals and objectives can receive regular attention. Toward this aim, the Board of Trustees should hold at least one annual strategic planning meeting, where the agenda is devoted to evaluating progress toward meeting Trust goals and developing implementation plans to stay on track.

### EXPAND PROFESSIONAL PLANNING RESOURCES

In addition to continuing the existing clerical support, secure funding for part-time professional planning/development services, likely consulting services, to provide additional help targeted to coordinate and implement the Trustees' initiatives and provide day-to-day momentum between Trustee meetings and professional guidance. Procurement of such consulting services would require compliance with the procurement procedures of MGL c.30B, likely through a Request for Proposals.

### ANNUAL AUDIT

As required by the housing trust statute (MGL c.44 §55C (h)), the books and records of the trust shall be audited annually by an independent auditor in accordance with accepted accounting practices. The Trust funds may be allocated to pay for the annual audit.



## Funding Sources

The Board intends to increase Trust revenue by applying for Community Preservation Act (CPA) funds for fiscal years 2020-2023, continuing to collect rental income for the condominium on Friend Court, and soliciting private donations for fiscal years 2022-2023.

### CPA

Wenham adopted CPA in 2005 with a 3 percent surcharge on local property taxes with two exemptions: 1) for the first \$100,000 of taxable value of residential real estate and 2) low-income households. The estimated FY2019 total annual CPA revenue is \$315,000 (not including a distribution from the state's Community Preservation Trust Fund). Communities are required to spend or set aside 10 percent of total revenue for each of the three eligible CPA spending areas: 1) Community Housing, 2) Historic Preservation and 3) Open Space/Recreation. If these funds are not spent, they accumulate in the respective reserve. As of January 18, 2018, the CPA's Community Housing Reserve had a balance \$287,000 with an additional estimated revenue of \$31,500 for FY2019. The Board intends to apply for CPA funds to supplement Trust revenue, as detailed in the five-year budget.

### Private Donations

Under the housing trust statute (MGL c. 44 s.55C), a MAHT has the authority to accept private donations as Trust revenue. The Board can actively solicit these donations, which can be monetary contributions or donations of real property, including through bequeathments. The Board intends to actively solicit and broadcast the desire to accept donations through press releases, public events, on the Trust's website, and/or other media.

Note that such private donations may qualify for income tax deductions as a charitable contribution in that the WHAT is an entity of the Town of Wenham, which is a political subdivision of the Commonwealth of Massachusetts and, therefore qualifies as an organization to receive deductible contributions.<sup>7</sup>

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<sup>7</sup> Source: U.S. Department of the Treasury Internal Revenue Service, *Publication 526 Charitable Contributions*, March 12, 2018.



## Five-Year Budget

The budget presented here is intended for planning purposes only as it is based on rough estimates of projected expenses associated with priority initiatives and professional support and potential sources needed to support these expenses. The budget will require annual amendment to reflect actual costs of initiatives and revenues.

Note: Community Preservation Act (CPA) funds are included as a source of funding for the trust, however it is important to remember that all of Wenham's CPA appropriations must be recommended by the Community Preservation Committee and approved by Town Meeting.

	FY19	FY20	FY21	FY22	FY23	5-Year Total	Target # of Affordable (SHI) Units	Notes
<b>Sources</b>								
Funds carry forward from prior year	\$853,462	\$714,077	\$528,797	\$267,165	\$103,917			
CPA Appropriation	\$0	\$50,000	\$100,000	\$150,000	\$250,000	\$550,000		
Rental Income	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$40,000		
Private Donations	\$0	\$0	\$0	\$50,000	\$50,000	\$100,000		
Interest (1%)	\$8,615	\$7,721	\$6,368	\$4,752	\$4,119	\$31,574		
<b>Total (Revenue)</b>	<b>\$870,077</b>	<b>\$779,797</b>	<b>\$643,165</b>	<b>\$479,917</b>	<b>\$416,036</b>	<b>\$1,575,036</b>		
<b>Uses</b>								
Staffing/Consultants/Admin	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	na	Clerical staff; planning/development consultant(s); general admin
1. New Construction on Town Surplus/Tax Title Property	\$50,000	\$50,000	\$0	\$0	\$0	\$0	4	Assumes predevelopment funds in FY19 and Construction subsidy in FY20
2. Conversion of Existing Homes/Homebuyer Program	\$5,000	\$100,000	\$100,000	\$100,000	\$100,000	\$405,000	2	Assumes About \$200K/unit to convert one unit every other year FY20-FY23; with planning/program development funds in FY19
3. Construction on Privately-Owned Property	\$0	\$0	\$200,000	\$200,000	\$200,000	\$600,000	15	Assumes one project subsidy of \$600K for per unit cost of \$40K.
4. Buy-down market-rate units in new development	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	5	Assumes one project subsidy of \$250K for per unit cost of \$50K.
5. Public Awareness Campaign	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	na	Assumes graphic design, webdesign, printing, distribution, event, and like costs.
6. Zoning Incentives/Study	\$25,000	\$25,000	\$0	\$0	\$0	\$50,000	na	Assumes zoning study funded in FY19 and Housing Production Plan in FY20
<b>Total (Expenses)</b>	<b>\$156,000</b>	<b>\$251,000</b>	<b>\$376,000</b>	<b>\$376,000</b>	<b>\$376,000</b>	<b>\$1,435,000</b>	<b>26</b>	
<b>Sources-Uses</b>	<b>\$714,077</b>	<b>\$528,797</b>	<b>\$267,165</b>	<b>\$103,917</b>	<b>\$40,036</b>			



## Chapter 3: Background

This chapter provides background information to support the plan including information about the Wenham Affordable Housing Trust, affordable housing in Massachusetts, Wenham's affordable housing needs, eligible uses of Trust funds and legal considerations, and Trust operating frameworks.

### Wenham Affordable Housing Trust

Based on a recommendation of the 2008 Wenham Housing Action Plan, the Town Meeting approved the creation of the **Wenham Affordable Housing Trust (WAHT)**, per MA General Laws Chapter 44 Section 55C (MGL c.44 s.55C), in May 2009. The purpose of the Trust, as stated in the town's General Bylaws, is to provide for the creation and preservation of affordable housing in the Town of Wenham for the benefit of low- and moderate-income households.

#### BOARD OF TRUSTEES

The **Board of Trustees' (Board)** primary purpose is to recommend the use of WAHT funds to the Board of Selectmen. All Trustees must be current residents of Wenham and are appointed by the Board of Selectmen for a two-year term for no more than five consecutive terms. At least one of the Trustees shall be a member of the Board of Selectmen.

The powers and authority of the Board are set forth in accordance with MGL c.44 s.55C with the exception that it has no ability to borrow money, or mortgage or pledge Trust assets, purchase, sell, lease, exchange, transfer, or convey any interest in real property without prior approval of the Wenham Board of Selectmen per the local bylaws. A Board majority may exercise the powers of the Board. The Town Treasurer/Collector is the custodian of the Trust funds.

#### REVENUE AND EXPENDITURES

As of January 2018, the WAHT fund balance was about \$870,000. The Trust's funding sources included negotiated payments from three residential development projects, Windover Development, The Boulders, and the Maples (116-120 Main Street). In addition, the Town has allocated just over \$333,000 of Community Preservation Act funds to the Trust fund with three transfers to the Trust fund (\$243,000 in 2009, \$42,162 in 2011, and \$48,000 in 2013).

WAHT Revenue & Expenditures FY10-FY18 (\*FY18 as of May 2018)

Year	Revenue				Expenditures	Balance	Brady Funds	YE Running Balance
	CPA	Other	Earnings	Total				
FY10		\$911,293	\$18,828	\$930,120	\$516,537	\$413,583		
FY11	\$43,000	\$191,730	\$1,124	\$235,855	\$23,827	\$625,611		
FY12	\$40,000		\$249	\$40,249	\$4,047	\$661,813	\$212,334	\$874,147
FY13			\$191	\$191	\$5,946	\$656,058	\$213,758	\$869,816
FY14			\$3,945	\$3,945	\$40,092	\$619,911	\$214,682	\$834,593
FY15		\$19,673	\$5,657	\$25,330	\$0	\$645,241	\$216,359	\$861,600
FY16			\$6,874	\$6,874	\$0	\$652,115	\$218,277	\$870,392
FY17			\$6,211	\$6,211	\$4,000	\$654,326	\$220,202	\$874,528
FY18			\$9,828	\$9,828	\$31,953	\$632,201	\$221,261	\$853,462
Total	\$83,000	\$1,122,697	\$52,906	\$1,258,603	\$626,402	\$632,201		



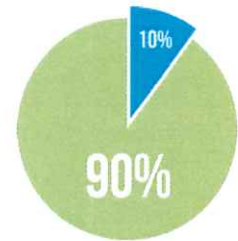
# Affordable Housing in Massachusetts

Affordable housing in Massachusetts is housing that is restricted to individuals and families with qualifying incomes and asset levels and receives some manner of assistance to bring down the cost of owning or renting the unit, usually in the form of a public subsidy or from zoning relief. Affordable housing can be public or private.

## WHAT IS CHAPTER 40B?

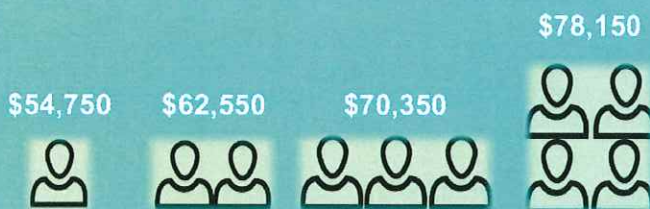
**Massachusetts General Laws (MGL) Chapter 40B §§20-23 (Chapter 40B)**, known as the Comprehensive Permit Law, is a state statute that promotes development of affordable homes by allowing developers to apply for Comprehensive Permits for projects with at least 20% -25% affordable units. Through these permits, developers can request waivers from local zoning requirements and have a streamlined permitting process. Those municipalities with less than 10% affordable housing stock have less flexibility in denying Comprehensive Permits.

Chapter 40B was enacted in 1969 to help expand the number of communities and neighborhoods where households with low and moderate incomes could afford a safe and affordable home.<sup>8</sup> Chapter 40B enables The **Massachusetts Department of Housing and Community Development (DHCD)** to maintain a **Subsidized Housing Inventory (SHI)** that lists all affordable housing units that are reserved for households with incomes at or below 80 percent of the **area median income (AMI)**, under long-term legally binding agreements, and are subject to affirmative marketing requirements.



## What incomes are at or below 80% AMI?

*FY2017 HUD Income Limits for the Boston-Cambridge-Quincy Metro Area*



## Subsidized Housing Inventory (SHI)

List of affordable homes that count towards 40B 10% goal. Eligible units are:

- Subsidized by state/federal program or are created through local action
- Affordable to households with low/moderate income
- Affirmatively and fairly-marketed
- Subject to an affordability restriction

## WENHAM'S STATUS IN MEETING THE STATE'S 40B GOAL

*Wenham is very close to meeting the State's 10 percent goal per Chapter 40B with 118 units<sup>9</sup> listed on the state's 40B Subsidized Housing Inventory (SHI), which is 8.2 percent of total year-round housing units.<sup>10</sup> The Town would need to produce 22 SHI-eligible units to reach 10 percent.*

Note that the town's base year-round units will be updated based on the 2020 US Decennial Census and the town may require additional SHI units at that time to comply with Chapter 40B. However, according to the Town Planner, there will be an estimated 72 housing units added between 2010-2020, nine of which would be affordable, which is 12.5 percent of new units.

<sup>8</sup> Citizens Housing and Planning Association, *Chapter 40B The State's Affordable Housing Law*, January 2014.

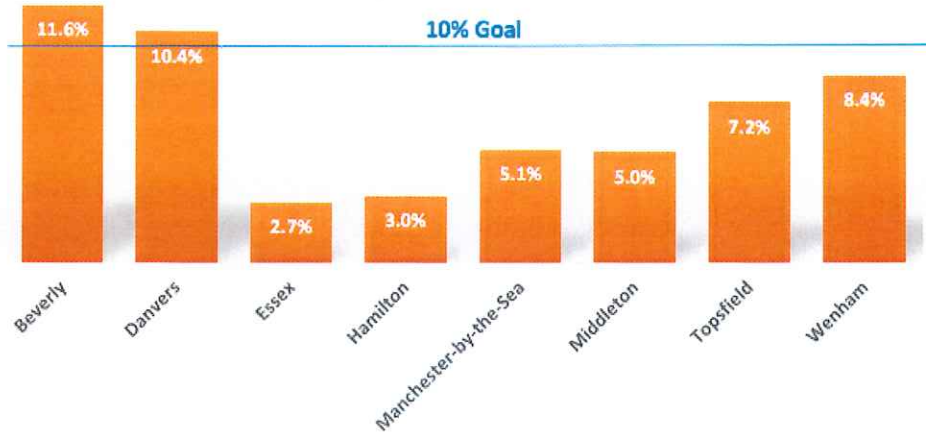
<sup>9</sup> This is four less than the number of units on the SHI per the 2017 Housing Production Plan because of the loss of four group home units/beds.

<sup>10</sup> Source: Massachusetts Department of Housing and Community Development, *Chapter 40B Subsidized Housing Inventory*, September 14, 2017.



### Wenham & Nearby Community's Chapter 40B SHI %

Source: MA Department of Housing and Community Development, Chapter 40B Subsidized  
Housing Inventory as of September 14, 2017.





## Understanding Wenham's Housing Needs

The Town of Wenham commissioned a housing needs assessment, which was completed in 2017, to assist the town in understanding current and future housing needs. The study, which was overseen by the WAHT, provides information on current community housing issues by documenting the range of local needs, existing market conditions, and affordability gaps.

Some of the study's key findings are as follows:

- Wenham is losing younger residents and gaining older ones.
- About a quarter of all households are earning at or below 80 percent of the area median income (AMI) and could potentially qualify for affordable housing.
- Although median household income is among the highest in the state, there is a very vulnerable population living in Wenham with limited financial means, including about 188 households with income less than \$25,000.
- Wenham has a high affordability gap of \$328,000 –the difference between the maximum purchase price that a household of three earning 80 percent AMI could afford (about \$237,000) and the median sales price of a single-family house in Wenham (\$565,000).<sup>11</sup>
- Housing growth has largely been owner-occupied housing stock.
- Rental units, as a percentage of total units, decreased from 20 percent of total units in 1980 to 15 percent in 2014.
- There is a very limited amount of multi-family housing – only 10.5 percent of total housing units are in structures with three or more units compared with about 31 percent in the county and state.

### Diversity of Housing Choice

About 86% of housing structures in Wenham are single detached units. More choice regarding housing types can create more affordable options for those who are unable to afford a single-family house.

### Other Housing Types

**Town Houses** - a single family house of two or sometimes three stories that is connected to a similar house by a common sidewall.

**Multi-Family Reuse** - converting an existing building to multi-family (3+) dwelling units

**Mixed-Use** - commercial on the ground floor with residential units above, "top of shop"

**Accessory Dwelling**: A second small dwelling unit on the same property or within a single-family house, such as an apartment in a carriage house, a basement apartment, or tiny house in the backyard.

**Cluster Housing**: A grouping of residences (such as cottage-style single family, town houses, duplexes, small multi-family) on a site with land preserved for open space, recreational, or agricultural use.

*The Wenham Housing Needs Assessment, completed in 2017<sup>12</sup>, concluded that the town needs:*

- *rental housing including for local workers*
- *first-time homebuyer options*
- *handicap accessible units including for older adults*
- *support services integrated into new development*

Households that spend more than 30 percent of their income on housing are defined as being cost burdened

In 2014, **one third** of all Wenham households were living in housing that was unaffordable.

32%

of owner households are cost burdened

37%

of renter households are cost burdened

Cost burdens are spread along a wide range of incomes, and in Wenham 213 households earning more than 80% of the Area Median Income were cost burdened in 2014.

<sup>11</sup> Note that the median sales price of a single-family house in Wenham has increased since the time of the study to \$630,000 for calendar year 2017 per The Warren Group.

<sup>12</sup> Source: Source: Karen Sunnarborg Consulting, *Town of Wenham Housing Production Plan*, 2017.



## Eligible Uses of Trust Funds & Legal Considerations

A MAHT allows municipalities to collect funds for affordable housing, segregate them out of the general municipal budget into a trust fund, and use the funds for local initiatives to create and preserve affordable housing. Uses of Trust funds must comply with the statutory purpose of the Trust per MGL c.44 s.55C – the creation and preservation of affordable housing for the benefit of low- and moderate-income households. The following briefly summarizes eligible activities for creation and preservation – for a more detailed description and examples, please refer to the Massachusetts Housing Partnership’s *Municipal Affordable Housing Trust Operations Manual* (MHP Manual).<sup>13</sup>

### CREATION

Activities to create, or produce, affordable housing include the following:

- Construct new affordable housing units
- Rehabilitate existing buildings to convert to affordable housing (could include conversion of surplus town buildings, such as surplus schools or libraries, or privately-owned buildings, such as former churches)
- Purchase of existing market rate residential units, rehabilitation if necessary for health and safety purposes, and resell as affordable housing
- Establish homebuyer assistance program to convert market rate units to affordable units

### PRESERVATION

Preservation of affordable units refers to initiatives to perpetuate existing affordable units in light of restrictions that would otherwise expire. Preservation is sometimes also described as physically preserving the condition of existing affordable units, however it is unclear if this is the intent of the statute.

Note that CPA funds cannot be used for rehabilitation until the property was previously acquired or created using CPA funds.

### LOW- AND MODERATE-INCOME

Since the Trust statute doesn’t offer a definition of the term “low- and moderate-income” the MHP Manual advises Boards to use their judgment and consult other definitions commonly used in state and federal programs. It may be wise to consult with municipal counsel if the Board chooses to a definition that is not commonly used in state and federal program.

The Community Preservation Act (CPA), for example, sets an income threshold of 100 percent AMI and the MA Affordable Housing Trust Fund can be used to benefit households with incomes up to 110 percent AMI.

### SUPPORT

The 2017 amendment to MGL c.44 s.55C clarified that any eligible use of CPA funds for affordable housing, including activities covered under “support,” is also an eligible use of Municipal Affordable Housing Trust (MAHT) funds. The trust funds can also be used to support the work of the Trustees with professional staff/consultants, legal assistance, clerical support, and the like.

### USE OF CPA FUNDS

The 2017 amendment to MGL c.44 s.55C also clarified that restrictions on the use of CPA funds remain in force even after CPA funds are transferred to a MAHT and requires the use of those funds by the Trust be included in the CPA reporting to the Department of Revenue. The Trust, when utilizing CPA funds, can benefit from the CPA statute’s MGL c.30B s.16 exemption for acquisition of property. Note that disposition of property has no such exemption.

The Trust’s use of CPA funds must be tracked and accounted for separately to demonstrate compliance with the CPA restrictions.

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<sup>13</sup> Massachusetts Housing Partnership, *Municipal Affordable Housing Trust Operations Manual: How to effectively operate your local trust*, November 2015.



## Framework for Board Operating Approach

MAHTs can operate as an active initiator, a more-passive funder, or a combination of both.

- As an initiator, a Board would allocate Trust funds or property to foster specific projects or programs, such as affordable housing development or a program that offers direct housing assistance. This is an active role and is typical for Trust in smaller communities.
- As a funder, a Board could operate as a funding source – calling for and reviewing applications or proposals from private or public entities to create or preserve affordable housing. This is a more passive role and is more typical in larger communities with a higher level of development activity.

A Board does not have to choose one approach over another, but could also operate as a mixture of both initiator and funder.



# Chapter 4: Community Priorities for the Trust

To engage the community in shaping the Board's priorities for use of the WAHT fund, the planning consultant conducted interviews of key town officials and stakeholders. In addition, the Board sponsored a community workshop, which was facilitated by the planning consultant. This chapter briefly describes the main conclusions and the appendices include a more detailed summary of results of the stakeholder interviews and community workshop.

## Stakeholder Interviews

JM Goldson interviewed 26 stakeholders in the community in October 2017 including town officials, town employees, residents, and others familiar with the community. The following is a general summary of feedback from these interviews, as related to affordable housing issues and the WAHT.

### MAIN CONCLUSIONS

- Wenham is a small town with a year-round population of about 3,555 people (2010-2014 ACS). Community members value the bucolic feeling and rural features of the community and desire to preserve these community attributes.
- The community is close to meeting the state's 10-percent goal per MGL c. 40B with 8.4 percent of its total year-round housing stock counted on the state's Subsidized Housing Inventory (SHI) (as of September 14, 2017). The Town needs 22 units added to the SHI to meet the state's 10-percent goal.
- A recent affordable housing development proposal (Maple Woods) triggered significant tension in the community that is yet unresolved. The development is the subject of two pending lawsuits.
- Trust members recognize the importance of their role to oversee the trust funds and want to ensure that they utilize the funds in a way that is most responsive to the community needs and desires.
- The interview subjects have a diversity of perspectives about housing needs and the Trust's ideal role.

## Community Workshop

In a community workshop that took place in the First Church in Wenham on Saturday, January 20 from 9:30 am to 12:00 pm, the Wenham Affordable Housing Trust solicited feedback from 42 participants to incorporate into the Trust's Action Plan.

### MAIN CONCLUSIONS

- Participants were generally supportive of meeting the 10 percent affordable housing goal as a priority.
- Many participants felt that increasing the community's diversity, allowing seniors to age in place, and welcoming new residents and families to Wenham are important reasons to create new affordable housing.
- Participants preferred smaller, more spread-out affordable units, rather than large concentrated developments, and the rehabilitation of existing homes to convert to affordable housing was favored by many participants.
- The use of Community Preservation Act (CPA) funds, negotiated developer's fees, cell tower lease payments, and private donations are sources of funding that residents felt the Trust should utilize most.



**WAHT Community Meeting**

**January 20, 2018**



## HOUSING VISION

Participants were asked to share the qualities they love about Wenham and to assess how the community can best address housing needs while preserving these qualities. The qualities most identified as important aspects of Wenham included:

- the great school system
- the availability of open space and natural areas
- the strong sense of community felt by its residents
- the safety and walkability
- the access to great public services

Participants identified the following reasons for the creation of affordable housing in Wenham:

- increasing diversity
- allowing for seniors to age in the community
- making it possible for first responders and teachers to live in Wenham
- allowing young families the opportunity to move to Wenham

Participants suggested the following housing options to encourage in Wenham:

- rehabilitation of existing homes
- clustered housing that is mixed in age range or just for senior living
- town houses for ownership
- multi-family housing available for rental
- in-law/accessory apartments

## EVALUATION OF PAST AND PRESENT HOUSING INITIATIVES

When discussing housing approaches that have worked well in the town, participants primarily mentioned Enon Village and Parsons Hill. Housing approaches that participants felt did not work well in Wenham included the Maple Street Project and Friend Court due to complications getting started. When asked about what the Trust can learn going forward, participants suggested:

- more thoughtfulness in their approach with the community to gather input more regularly
- proactivity meeting the 10 percent and maintaining the creation of affordable housing after meeting the 10 percent
- focusing on smaller projects and zoning changes rather than large complexes
- involving developers in the decisions
- increasing diversity and promoting inclusiveness in the town

## TRUST'S INITIATIVES IN THE COMING YEARS

Participants were asked what they hoped the community could accomplish through the Trust. The primary ideas that participants had on what the community had should accomplish through the Trust were:

- increasing rental housing in town
- aiming above the 10 percent goal of affordable housing to be ahead in the future
- increasing diversity
- rehabbing existing homes

## TRUST FUNDING

Participants were asked to consider this list of sources and discuss what sources of funding should be targeted for future Trust funds. Participants generally agreed that the most appropriate sources of funds for the Housing Trust were:

- CPA funds
- negotiated developer's fees
- cell tower lease payments
- private donations



# Appendix A: Declaration of Trust

## DECLARATION OF TRUST TOWN OF WENHAM AFFORDABLE HOUSING TRUST

THIS DECLARATION OF TRUST is hereby made as of this 12<sup>th</sup> day of May, 2009, by the Town of Wenham acting by and through its Board of Selectmen, as approved by vote of the Annual Town Meeting of May 2, 2009, pursuant to the provisions of M.G.L. c. 44, Section 55C.

### ARTICLE I: NAME OF THE TRUST

The trust shall be called the "Town of Wenham Affordable Housing Trust Fund."

### ARTICLE II: PURPOSE OF TRUST

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Wenham for the benefit of low and moderate income households.

### ARTICLE III: APPOINTMENT AND TENURE OF TRUSTEES

There shall be a Board of Trustees consisting of not less than five and not more than seven Trustees appointed by the Board of Selectmen. At least one of the Trustees shall be a member of the Board of Selectmen.

The Trustees shall be appointed for a two (2) year term, such term to end on July 1st of the expiration year or until such time as a successor is appointed, should said appointment be delayed. Two of the initial Trustee appointments shall be for a term of one (1) year, and may be re-appointed at the discretion of the Board of Selectmen. Trustees may be appointed for no more than five (5) consecutive terms.

In the event of a vacancy in the position of Trustee, the appointment shall be made in the same manner as the original appointment.

All Trustees must be current residents of Wenham. Any Trustee who ceases to be a resident of the Town of Wenham shall promptly provide a written notification of the change in residence to the Trust and to the Town Clerk. The Trustee shall promptly cease to be a member of the Trust and action shall be taken immediately to begin replacement proceedings.

Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to be a Trustee hereunder before his/her term of office expires, a successor shall be appointed by the Board of Selectmen to fill such vacancy provided that in each case the appointment and acceptance by the Trustee so appointed is received in writing and filed with the Town Clerk. No such appointment shall be required so long as there are five (5) Trustees in office. Upon the appointment of any succeeding Trustee and the filing of such appointment the title to the Trust estate shall thereupon and without the necessity of any conveyance be vested in such succeeding Trustee jointly with the remaining Trustees.



#### ARTICLE IV: POWERS OF TRUSTEES

The Trustees shall have the following powers which shall be carried out in accordance with and in furtherance of the provisions of M.G.L. Chapter 44, s 55C (Municipal Affordable Housing Trust Fund) as outlined below except that it shall have no ability to borrow money, or mortgage or pledge Trust assets, purchase, sell, lease, exchange, transfer or convey any interest in real property without prior approval of the Wenham Board of Selectmen:

- 1) with Board of Selectmen approval upon recommendation of the Trustees , to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- 2) with Board of Selectmen approval upon recommendation of the Trustees, to borrow money up to the extent of the Trust's assets on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge Trust assets as collateral; and subject to 2/3 vote at any Annual or Special Town Meeting for greater than the extent of the Trust's assets.
- 3) with Board of Selectmen approval upon recommendation of the Trustees , to purchase and retain real or personal property, including without restriction investments which follow MGL Ch 44 Sect 55B. The law states, monies shall be invested in such a manner to require the payment of interest on the money at the highest possible rate reasonably available, taking account of safety, liquidity and yield;
- 4) with Board of Selectmen approval upon recommendation of the Trustees, to participate or join or form a partnership, corporation or any other legally organized entity to accomplish the purposes of this Trust and to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation, and any other corporation, person or entity;
- 5) with Board of Selectmen approval upon recommendation of the Trustees, to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Trustees may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Trustees may deem necessary and appropriate;
- 6) with Board of Selectmen approval upon recommendation of the Trustees, to accept and receive real property, personal property or money, by gift, grant, contributions, devise, or transfer from any person, firm, corporation or other public entity or organization or tendered to the Trust in connection with provisions of any ordinance or by-law or any General Law or Special Act of the Commonwealth or any other source including money from M.G.L Chapter 44B (Community Preservation);



- 7) with Board of Selectmen approval upon recommendation of the Trustees, to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- 8) with Board of Selectmen approval upon recommendation of the Trustees, to construct, manage or improve real property; and to abandon any property which the Trustees determine not to be worth retaining;
- 9) to become the lottery and monitoring agent for affordable housing and accept compensation for those services into the Fund,
- 10) to monitor the expiring use of any affordable housing in Wenham;
- 11) to compensate Town employees for services provided as authorized by the Board of Selectmen, including but not limited to dedicated staff to Trustees, engineering support for project specific activities, and other Town services, as requested by the Trustees to the Town Administrator;
- 12) with Board of Selectmen approval upon recommendation of the Trustees, to contract for advisors and agents, including but not limited to accountants, appraisers and lawyers as the Trustees deem necessary;
- 13) with Board of Selectmen approval upon recommendation of the Trustees to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- 14) to apportion receipts and charges between incomes and principal as the Trustees deem advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- 15) to carry property for accounting purposes other than acquisition date values;
- 16) with Board of Selectmen approval upon recommendation of the Trustees, to make distributions or divisions of principal in kind;
- 17) with Board of Selectmen approval upon recommendation of the Trustees, to extend the time for payment of any obligation to the Trust;
- 18) with Board of Selectmen approval upon recommendation of the Trustees, to establish a plan, guidelines, criteria and/or qualifications for recipients and expenditures in accordance with Trust's stated purposes;
- 19) with Board of Selectmen approval upon recommendation of the Trustees, to compromise, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the Trustees may deem appropriate;

With Board of Selectmen approval upon recommendation of the Trustees, the Trustees shall have full power and authority, at any time and from time to time and without the necessity of applying to any court for leave to do so, to expend the 100% of the Trust



funds, both principal and interest, to the extent that all funds hereunder may be expended if the Trustees deem such expenditure appropriate. All expenditures shall be made in conformance with the terms of this Trust and M.G.L. Chapter 44, s 55C.

#### ARTICLE V MEETINGS OF THE TRUSTEES

The Trust shall meet at least quarterly at such time and such place as the Trustees shall determine. Special meetings may be called by the Chairperson or by any two (2) Trustees. Notice of any meeting of the Trust shall be filed with the Town Clerk and posted in accordance with the Open Meeting Law, M.G.L. Chapter 39, s 23A, 23B and 23C.

A quorum of the Board of Trustees shall be the majority of the number of authorized Trustees.

The Trustees shall annually elect one (1) Trustee to serve as Chairperson. The Chairperson may establish sub-committees and/or ad hoc task related committees to carry out the purposes of the Trust. Chairpersons of the sub-committees may be selected by the members of the sub-committees.

If any Trustee is absent from five (5) consecutive regularly scheduled meetings of the Trust, except in the case of illness, his position shall be deemed vacant and shall be filled with a new appointment as set forth above.

#### ARTICLE VI ACTS OF TRUSTEES

A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate.

#### ARTICLE VII LIABILITY

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town, except in the manner specifically authorized herein. The Trust is a public employer and the Trustees are public employees for the purposes of M.G.L Chapter 268A. The Trust shall be deemed a municipal agency and the Trustees special municipal employees for the purposes of M.G.L. Chapter 268A.

#### ARTICLE VIII TREASURER/COLLECTOR AS CUSTODIAN

The Town of Wenham Treasurer/Collector shall be the custodian of the Trust's funds and shall maintain separate accounts and records for said funds.

He or she shall invest the funds in the manner authorized by M.G.L Chapter 44, s 55 (Public Funds on Deposit; Limitations; Investments,) s 55A, (Liability of Depositor for Losses Due to Bankruptcy), s 55B (Investment of Public Funds).

Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust.



Expenditures by the Trust shall be processed through the warrant but shall be controlled by the provisions of M.G.L. Chapter 44, s.55C. The yearly approved budget, and any approved budget revisions will be recorded by the Town Treasurer/Collector.

As custodian, the Treasurer/Collector shall issue checks as directed by the Trustees.

In accordance with M.G.L. Chapter 44, s.55C (Municipal Affordable Housing Trust Fund), the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices. The Trust shall be audited as part of the Town audit.

#### ARTICLE IX DURATION OF THE TRUST

This Trust shall continue so long as authorized under the Laws of the Commonwealth of Massachusetts. Notwithstanding the foregoing, The trust may be terminated by a majority vote of the Town Meeting in accordance with M.G.L. Chapter 4, s 4B, provided that an instrument of termination together with a certified copy of the Town Meeting vote are duly recorded with the Southern Essex District Registry of Deeds and the Land Court. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Board of Selectmen for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Board of Selectmen, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

#### ARTICLE X CONSTRUCTION OF TERMS

In the construction hereof, whether or not so expressed, words used in the singular or in the plural respectively include both the plural and singular, words denoting males include females and words denoting persons include individuals, firms, associations, companies, trusts and corporations unless a contrary intention is to be inferred from or required by the subject matter or context. All the powers and provisions of the Trust herein contained shall take effect and be construed according to the laws of the Commonwealth of Massachusetts.

Reference to the Trustee shall mean the Trustee or Trustees for the time being hereunder.

#### ARTICLE XI RECORDING

This Declaration of Trust shall be recorded with the Southern Essex District Registry of Deeds and the Land Court.

#### ARTICLE XII AMENDMENTS

The Declaration of Trust may be amended from time to time except as to those provisions specifically required under M.G.L. Chapter 44, s 5C, by an instrument in writing signed by all of the Trustees and approved at a meeting called for that purpose, and approved by the Board of Selectmen provided that in each case, a certificate of amendment has been recorded with the Southern Essex District Registry of Deeds and the Land Court.



ARTICLE XIII RECORD TO BE CONCLUSIVE, CERTIFICATE AS TO FACTS

Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees as appears from instruments or certificates recorded with the Registry of Deeds and Land Registration Office to be Trustees hereunder shall be conclusive evidence in favor of any person relying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that instruments of amendment pursuant to Article XII and an instrument of termination pursuant to Article IX hereof shall be conclusive only if it appears that the delegations, amendments or termination have been executed by all of the Trustees. Any person dealing with the Trust property or the Trustees may always rely on a certificate signed by any person appearing from instruments or certificates so recorded to be Trustee hereunder as to the identity of the then current Trustees or as to the existence or non-existence of any fact or facts which constitute conditions precedent to acts by the Trustees or in any other manner germane to the affairs of the Trust.

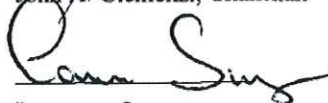
ARTICLE XIV TITLES

The titles to the various Articles herein are for convenience only and are not to be considered part of said Articles nor shall they affect the meaning or the language of any such article.

IN WITNESS WHEREOF the said Selectmen have hereunto set their hands and seals on the day and year first hereinabove set forth.



John A. Clemenzi, Chairman



Lawrence Swartz



Harriet P. Davis

COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

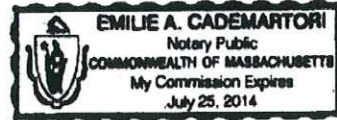
May 27, 2009

On this 27 day of May, 2009, before me, the undersigned notary public, personally appeared the above-named John Clemenzi, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the



person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Emilie A. Cademartori  
\_\_\_\_\_, Notary Public  
My commission expires July 25, 2014





# Appendix B: Project Schedule

## WENHAM AFFORDABLE HOUSING TRUST ACTION PLAN

### Project Schedule

Prepared by JM Goldson

8/23/17, revised 6/25/18





# Appendix C: Summary of Stakeholder Interviews

JM Goldson interviewed several stakeholders in the community in October 2017 including town officials, town employees, residents, and others familiar with the community. The following is a general summary of feedback from these interviews, as related to affordable housing issues and the Wenham Affordable Housing Trust.

## Main Conclusions

- Wenham is a small town with a year-round population of about 3,555 people (2010-2014 ACS). Community members value the bucolic feeling and rural features of the community and desire to preserve these community attributes.
- The community is close to meeting the state's 10-percent goal per MGL c. 40B with 8.4 percent of its total year-round housing stock counted on the state's Subsidized Housing Inventory (SHI) (as of September 14, 2017). The Town needs 22 units added to the SHI to meet the state's 10-percent goal.
- A recent affordable housing development proposal (Maple Woods) triggered significant tension in the community that is yet unresolved. The developer, Harborlight Community Partners, proposed to construct sixty, age-restricted supportive rental units at 62 Maple Street in West Wenham. Town decision makers at the time generally viewed this project as a benefit for the town by providing senior housing and meeting the state's 10-percent goal to an extent that Wenham would remain compliant well past the 2020 census (when year-round units are expected to increase, thereby increasing the number of affordable units needed). However, neighborhood residents and other community members were extremely concerned about negative externalities of the project and opposed the development. The development is the subject of two pending lawsuits.
- Political representatives turned-over on the Board of Selectmen and subsequently the membership of other boards and commissions also turned-over including the Trust and Community Preservation Committee. Interview subjects interpret the turn-over in Wenham's political leadership as related to negative community sentiment about the Maple Woods project and feelings that town officials should have been more transparent and less supportive of the project.
- Trust members recognize the importance of their role to oversee the trust funds and want to ensure that they utilize the funds in a way that is most responsive to the community needs and desires. They intend for this planning process to garner a significant level of community agreement to guide the use of the funds.
- The interview subjects have a diversity of perspectives about housing needs and the Trust's ideal role:
  - Some subjects are focused on complying with the state's 10-percent goal and feel that when the town has met this primary goal then there will be no need or benefit for the Town to continue utilizing town resources to addressing housing needs.
  - Other subjects also want to comply with the state's 10-percent goal but want to continue to address local housing needs and see a role for the Trust even after meeting the state's goal. They see the need for creating more housing options to support housing needs of people in all life stages including for seniors to downsize, divorced parents who want to stay in the community, and local workers.
  - Interview subjects had mixed feelings about the best type of initiatives for the Trust to undertake. Primarily, the discussions focused on whether the trust should be an investor in development projects (as it was considering for the Maple Woods project) or go back to reusing and converting existing single/two-family homes to affordable units (as it had done with two units in its early years).
    - On one hand, investing in development projects could have the best return on investment, both investment of trust funds per unit as well as time, energy, and effort, and is likely to make substantial progress towards the state's 10-percent goal.
    - On the other hand, utilizing existing buildings to convert to permanently affordable units would likely produce minimal, if any, community controversy, but would have a higher cost per unit, both of trust funds and expenditure time, energy, and effort, and would be unlikely to meet the state's 10-percent goal for many years.



- Many interview subjects advised that the Trust should foster and promote open community dialogue and education about community housing needs. Although these types of efforts would not directly create affordable housing, subjects felt it would provide an essential foundation for the community and could help ameliorate community hostility regarding housing issues and development.

## Detailed Summary

The following summary is organized around the interview questions and provides a synopsis of the general discussion themes and perspectives.

### **1. The Housing Needs Assessment concluded that the town needs 1) rental housing including for local workers; 2) first-time homebuyer options; 3) handicap accessible units; and 4) support services integrated into new development. Do you agree with these findings? In your experience, what types of housing does Wenham need the most? What is in demand that the market is not responding to?**

The town's housing needs were the subject of some debate among interview subjects. Some believe the findings represent what they perceive as needs in the community – particularly for rental housing and smaller units that could allow seniors to downsize to maintenance-free units and remain in the community as they age. As the town's population is anticipated to decline with more seniors and less families, greater housing choice is viewed by some as a way to sustain and increase the town's vitality. While others felt that the town would be better preserved as it is now with mostly single-family, ownership homes geared toward families with means and that other nearby communities already provide enough housing choice for older adults and for households that cannot afford the cost homeownership in Wenham.

### **2. What affordable housing approaches have worked well in Wenham? What have not worked well?**

Many interview subjects felt that the Wenham Housing Authority's Enon Village (84 units, built in 1975) is a good example of affordable housing that has worked well in the community because it is in a good location with no abutters and good access to the commuter rail and retail. Some subjects mentioned that they liked the design of Enon Village because it consists of multiple low-rise buildings. Enon Village, with approximately 25.6 acres of land has a density of just over three-units per acre.

Some interview subjects felt that the Trust's efforts to rehab and convert two existing units to be affordable was successful, despite the per unit costs and level of volunteer effort, because it worked with the existing housing stock rather than new construction.

Some interview subjects identified the WISSH rehabilitation program as a success as well – this program was funded with the Brady funds (negotiated developer payments for The Maples development).

Parson's Hill, a housing development on former Gordon College land, was discussed as a successful project. The mixed-income project created twelve affordable ownership units in duplexes designed to appear as single-family houses. The property was close to Beverly and connected to Beverly's water and sewer systems.

In addition, Wenham's Inclusionary Zoning bylaw is successful at integrating affordable units into market-rate developments and hasn't generated controversy among the community.



**3. What do you hope the community can accomplish through your housing trust? What types of activities should the trust fund?**

- a. Financial support for the construction of affordable homes by private developers (for-profit or non-profit)*
- b. Rehabilitate existing homes to convert to affordable housing*
- c. Increase affordability in new housing development projects*
- d. Develop surplus municipal land or buildings (such as tax title land)*
- e. Preserve properties faced with expiring affordability restrictions (Parsons Hill – 12 ownership units expires in 2044)*
- f. Create programs to assist income-qualifying homebuyers or renters*
- g. Educate and advocate to further affordable housing initiatives in the community*

Some interview subjects felt that the Trust funds should be used to support the Maple Woods project if it prevails in court and that the Trust should be dissolved once it has funded this project since the town will have achieved the state's 10-percent goal. Most interview subjects did not feel this way, however.

Other interview subjects suggested that rehabilitating existing homes to create affordable housing (b) and creating programs to assist homebuyers (f) (not renters) would be the most palatable way for the Trust to create affordable units that are in keeping with the existing development pattern of the community and would cause the least amount of negative community sentiment. These subjects recognized the expense of such an initiative on a per unit basis, but many felt it would still be worthwhile.

Some subjects discussed the benefits of supporting construction of homes by private developers (a) but were concerned that no matter where such a proposal is located or what the design that the community would not embrace it. The Trust funds require Board of Selectmen approval in Wenham and it will be important to find projects that are not politically controversial. However, some wondered if the Trust were to acquire developable land (d) and work with the Housing Authority to develop as affordable housing whether community members may view this as a less controversial approach given the positive feelings about Enon Village. A property that was mentioned multiple times as having potential for development (recognizing unresolved access issues) was Boulder Lane.

Many interview subjects felt that ensuring the units at Parsons Hill remain affordable is important, however this issue is down the road and does not need to be dealt with immediately.

Many subjects also felt that education and advocacy (g) was very important and should be a focus of the Trust's efforts despite not resulting directly in creating affordable units. Some mentioned that this initiative should include advocating for more progressive zoning.

Some noted that the current tax title lands would not provide much, if any, development opportunity given environmental constraints.

**4. What barriers/challenges would the trust need to overcome to be successful? How could these challenges/barriers be overcome?**

There was general agreement on the Trust's challenges. Its funding is limited, especially given the lack of CPA funding in recent years. The political atmosphere in the community has been very difficult and there has been pronounced hostility regarding affordable housing and development triggered by the Maple Woods project. Public perception and the local politics around affordable housing are the biggest hurdles for the Trust and are tied to lack of regular CPA revenue.



# Appendix D: Summary of Community Workshop

## Summary

In a community workshop that took place in the First Church in Wenham on Saturday, January 20 from 9:30 am to 12:00 pm, the Wenham Affordable Housing Trust solicited feedback from 42 participants to incorporate into the Trust's Action Plan. The workshop included a pancake breakfast, and consultants and trust members were assisted by volunteers from the high school. The results summarized here are from group discussions, where five tables were given different discussion topics, and each participant could move from table-to-table to give input on each topic.

## MAIN CONCLUSIONS

- Participants were generally supportive of meeting the 10 percent affordable housing goal as a priority.
- Many participants felt that increasing the community's diversity, allowing seniors to age in place, and welcoming new residents and families to Wenham are important reasons to create new affordable housing.
- Participants preferred smaller, more spread-out affordable units, rather than large concentrated developments, and the rehabilitation of existing homes to convert to affordable housing was favored by many participants.
- The use of Community Preservation Act (CPA) funds, negotiated developer's fees, cell tower lease payments, and private donations are sources of funding that residents felt the Trust should utilize most.
- The participants care deeply about the strong sense of community that a small town like Wenham can offer and want to increase diversity of its residents and make the town more welcoming while maintaining the small-town characteristics that make Wenham desirable.

## Workshop Design

Upon registration, participants of the workshop were instructed to place a pin on a map of Wenham to mark where they live in town. Josh Anderson, chair of the Board of Trustees, opened the event and welcomed participants. The consultant, Jennifer Goldson, gave a presentation describing what an affordable housing trust is and what it can do, defining affordable housing, and describing Wenham's affordable housing stock and pending projects.

Participants were seated at five tables, with eight participants, one or two Trust members to facilitate, and one scribe to record the discussion. Discussion topics included housing needs, housing vision, evaluation of past and pending housing initiatives, Trust's initiatives in the coming years, and Trust funding. Participants began with the topic at the table at where they were originally seated, and after fifteen minutes of discussion everyone, aside from the facilitators and scribes, rose and found a new table to join. Each discussion lasted fifteen minutes, and everyone had the opportunity to visit every topic.

Following the discussion exercise, facilitators gave a brief report-out describing the trends they heard in their discussion groups. The notes from each discussion were recorded by the scribes and summarized below.

## Discussion Results

### HOUSING NEEDS

The Housing Needs Assessment concluded that the town needs rental housing, including for local workers, first-time homebuyer options, handicap accessible units, and support services integrated into new development. Participants were



asked what types of housing Wenham needs the most, and how important they believed meeting the state's affordable housing goal of 10 percent is.

Types of housing that participants felt Wenham most needed included:

- housing for seniors
- more rental housing options
- housing that increases diversity of age and income

There was general agreement in the groups that creating more housing for seniors who want to age in the community, including rental housing and housing in mixed-age communities, should be a priority for the town. Rental housing would be an asset to seniors, but also would help provide young families and people of diverse backgrounds an opportunity to move into Wenham.

Participants generally agreed that meeting the state's 10 percent goal is a very important priority to keep in mind when creating new housing in Wenham. While maintaining the character of the town, development of affordable units should be prioritized to prevent against large-scale, urban development.

## HOUSING VISION

The Trust Action Plan project is occurring simultaneous to the creation of the Open Space and Recreation Plan, which provides the community with an important opportunity to think about goals and priorities for open space/recreation and affordable housing. Participants were asked to share the qualities they love about Wenham and to assess how the community can best address housing needs while preserving these qualities.

The qualities most identified as important aspects of Wenham included:

- the great school system
- the availability of open space and natural areas
- the strong sense of community felt by its residents
- the safety and walkability
- the access to great public services

Many of these qualities were reiterated as participants brainstormed what the future of housing in Wenham could look like.

Significant reasons provided for the creation of affordable housing were:

- increasing diversity
- allowing for seniors to age in the community
- making it possible for first responders and teachers to live in Wenham
- allowing young families the opportunity to move to Wenham affordably

Many participants suggested the rehabilitation of existing homes to be the best way to create new affordable units, but others suggested that rehabilitation is a lengthy, often expensive process that may be better in theory.

Other housing options suggested were:

- clustered housing that is mixed in age range or just for senior living
- town houses for ownership
- multi-family housing available for rental
- in-law/accessory apartments

Ideas for ways to meet the 10 percent goal while preserving the qualities residents love about Wenham were to:

- require that 20 percent of all new development be affordable units to get ahead in the number of units before 2020
- have transparency in the development of new units so that the town can assure that there would be minimal negative impacts



- resist concentrating all affordable units and instead spread them across the town in different neighborhoods

## **EVALUATION OF PAST AND PRESENT HOUSING INITIATIVES**

Existing affordable housing stock in Wenham includes Enon Village, Parsons Hill, Middlewood Estate, group homes, and two Trust-funded units. One past initiative to provide direct support for low-income households was the WISSH home rehab program. Pending housing developments with affordable units include Wenham Pines, Maple Woods, and Spring Hill. Participants were asked what housing approaches have worked well in Wenham, as well as what approaches did not work well, and what we can learn going forward.

When discussing housing approaches that have worked well in the town, participants primarily mentioned Enon Village and Parsons Hill. In Enon Village, it was noted that the maintenance, location, and overall sense of community is very good. Participants described Parsons Hill as being a great way to incorporate affordable housing in a market-rate development because the affordable homes are integrated into the neighborhood.

Housing approaches that participants felt did not work well in Wenham included the Maple Street Project, due to its lack of transparency and the scale of the project and Friend Court due to complications getting started. Participants mentioned that problems with previous projects in Wenham have been the failure to increase diversity in the town and the tendency towards a large project like Maple Street rather than smaller projects.

When asked about what the Trust can learn going forward, participants suggested:

- more thoughtfulness in their approach with the community to gather input more regularly
- proactivity meeting the 10 percent and maintaining the creation of affordable housing after meeting the 10 percent
- focusing on smaller projects and zoning changes rather than large complexes
- involving developers in the decisions
- increasing diversity and promoting inclusiveness in the town

## **TRUST'S INITIATIVES IN THE COMING YEARS**

Eligible activities that the Trust can focus on include the construction of affordable homes by private developers, the rehabilitation of existing homes to convert to affordable housing, increasing affordability in new housing developments, development of surplus municipal land or buildings, preserving properties faced with expiring affordability restrictions, creating programs to assist low- and moderate-income homebuyers, and education and advocacy to further affordable housing initiatives. With these activities in mind, participants were asked what they hoped the community could accomplish through the Trust.

The primary ideas that participants had on what the community had should accomplish through the Trust were:

- increasing rental housing in town
- aiming above the 10 percent goal of affordable housing to be ahead in the future
- increasing diversity
- rehabbing existing homes

Rental housing was discussed as being more attainable for new families and a necessity for seniors wanting to stay in town affordably. As participants said when discussing housing vision, aiming higher than the 10 percent goal will help the town in the future by preparing it for the 2020 census data and the numbers that will inevitably change.

Participants believe that the Trust should focus on increased diversity of background, income, age, and ethnicity of residents when moving forward with the creation of affordable housing.

The discussion often focused on rehabilitation projects as being a good priority for the Trust to focus on, however there were some mentions of larger developments, which could meet the goal faster and easier. This, though, would not align with what most participants considered the goals of the community. Lastly, it was suggested that working with a developer could be the best way to either create new housing in the town or rehab existing housing.



## TRUST FUNDING

Sources of funds for Housing Trusts include CPA funds, inclusionary zoning payments, negotiated developer's fees, the municipality's general fund, proceeds from tax title sales, payments from special bylaws or ordinances, cell tower lease payments on town-owned land, resale of affordable units as market rate, and private donations. Participants were asked to consider this list of sources and discuss what sources of funding should be targeted for future Trust funds.

Participants generally agreed that the most appropriate sources of funds for the Housing Trust were:

- CPA funds
- negotiated developer's fees
- cell tower lease payments
- private donations

CPA funds were brought up most often due to the ease of use. Participants agreed that cell tower lease payments could bring in funds, though it was mentioned that these funds might be better suited for the general fund rather than the Trust fund. Private donations were less controversial – because it would be a voluntary action, participants noted that it would be a more widely approved method of raising money for the Trust.



# Appendix E: Models for CPA Allocations to MAHTs

## Community Preservation Act and the Trust

Based on the consultant's observations, there are three primary models for Community Preservation Act (CPA) allocations to Municipal Affordable Housing Trusts (MAHTs) in Massachusetts.

### **MODEL #1. TRUST AS HOUSING ARM OF THE CPC**

- CPA funds allocated for housing are included in annual budget to a MAHT. No annual application is necessary. The Community Preservation Committee (CPC) and Trust Board membership may overlap, which can increase regular communication and collaboration. This model has an expectation of standard designated percentage allocation of CPA funds to the Trust fund annually, which would consist of all intended CPA housing funds. Housing applicants would apply solely to the Trust.

### **MODEL #2. HYBRID – STANDARD PERCENTAGE ALLOCATION AND ABILITY FOR ADDITIONAL ALLOCATIONS**

The MAHT budgeted to receive a standard percent and applies for additional funding on as-need basis based on anticipated project or programs. CPC and Trust Board membership may or may not overlap in this model. Somerville is an example of this model where there CPC and Trust Board membership does not overlap but the Trust receives a percentage (roughly 45 percent) of CPA funds and the Board may request additional allocations, as needed.

### **MODEL #3. TRUST AS APPLICANT**

The Board submits requests to the CPC for CPA funds based on specific projects or programs on an annual Trust fund budget that includes general anticipated Trust-funded initiatives. This model is most typical in smaller communities where housing activity is low. Developers can apply separately to the CPC and the Board for local housing funds (with possibly little or no coordination between the CPC and Board in reviewing the separate applications). In this model, the Board cannot rely on CPA funds as a consistent revenue stream for the MAHT, which creates uncertainty year-to-year.



# Appendix F: Wenham Subsidized Housing Inventory

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY

### Wenham

DHCD ID #	Project Name	Address	Type	Total SHI Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
3332	n/a	Larch Lane	Rental	84	Perp	No	DHCD
3333	n/a	Larch Lane	Rental	8	Perp	No	DHCD
3738	Parsons Hill	Parson Hill Rd, Onion River Rd, Dexter Lane, Stowckwell Lane, Princemere Lane, Lafayette Lane	Ownership	12	2044	No	DHCD
3739	DMH Group Home	Confidential	Rental	0	N/A	No	DMH
4505	DDS Group Homes	Confidential	Rental	7	N/A	No	DDS
9715	Middlewood Estates	70 Burley Street	Ownership	5	Perp	YES	MassHousing
9716	Pleasant Street	Pleasant Street	Ownership	1	Perp	NO	DHCD
9717	Friend Court	Friend Court	Ownership	1	Perp	NO	DHCD
Wenham Totals				118	Census 2010 Year Round Housing Units		1,404
					Percent Subsidized		8.40%

3/12/2018

Wenham  
Page 1 of 1

This data is derived from information provided to the Department of Housing and Community Development (DHCD) by individual communities and is subject to change as new information is obtained and use restrictions expire.



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# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## **NEW BUSINESS**

### **H.**

#### **Review and Potential Approval of Draft Letter of Review for Open Space and Recreation Plan**

*(15 minutes)*

- Draft Open Space and Recreation Plan, Pages 67 – 80
- Email regarding OSRP Comments from Catherine Harrison, Chair, Board of Selectmen, August 6, 2018



## Peter Lombardi

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**From:** Catherine Harrison  
**Sent:** Monday, August 06, 2018 8:17 AM  
**To:** Peter Lombardi  
**Subject:** OSRP Comments

### General comments:

This is a thoughtful, comprehensive, and well-written report. Congratulations to both the Open Space and Recreation Committee and the Ciccolo Group for their excellent work. Both the vision and goals seem to be accurate reflections of the Town's general core values. That said, the majority of townspeople did not choose (or have the opportunity) to provide input. Continued "check-ins" with the public are necessary to test the validity of the assumptions made.

The plan's parcel ranking matrix, along with a right of first refusal policy will position the Selectmen to make informed and timely decisions about the acquisition of Chapter 61 properties that may become available.

### Comments regarding the seven-year action plan:

In addition to organizing action by goal and objective, this plan assigns "responsible parties" to each action. A review of these responsibilities should be undertaken. In particular, any action that has a policy component must include the Board of Selectmen. The Selectmen or Town Administrator should lead interactions with property owners regarding acquisition of private land. The Board of Selectmen also needs to be involved in determining which are priority Chapter 61 parcels.

In addition, many of these actions will require specific expertise, which goes beyond the OSRP, but is not listed. For instance, Action 2—identifying CH 61 parcels and evaluating them using the matrix--could possibly involve the Historic District Commission, Board of Selectmen, Finance Committee, or the ZBA. Although it may not be feasible to identify every group responsible, it is desirable to at least acknowledge the need. Also, the OSRC membership should always include a liaison to critical boards and committees.

Coordination between various boards and committees is an important component in the success of this plan's implementation. Particularly in the absence of a master plan, it will be the responsibility of the OSRC to ensure that all relevant groups are kept apprised of the proposed actions.



## Section 9 – Seven-Year Action Plan

The Seven-Year Action Plan is organized by goals and objectives in the tables below (see Action Plan – required Map 8).

**GOAL 1: To protect the Town’s natural resources and open space areas that contribute to passive recreational enjoyment (i.e. walking/hiking, scenic views, picnicking, wildlife observation, etc.), drinking water supply, high value core wildlife and plant habitat, agricultural and forestry use, and rural and historical character.**

*Objective 1- Identify priority parcels for protection through acquisition, conservation restrictions, scenic easements, or other means, and develop a strategy for their protection, including potential partnerships and funding. See Appendix F – Parcel Ranking Matrix (pdf) and Parcel Ranking Matrix Instructions. Note: The actual Parcel Ranking Matrix is in the form of an Excel spreadsheet and is located in the Planning Department.*

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Develop an evaluation system for ranking open space parcels for potential acquisition (see Appendix F, Parcel Ranking Matrix and Instructions).	Parcel Ranking Matrix completed	OSRC	FY18	N/A
2. Identify priority Chapter 61 parcels using the Parcel Ranking Matrix evaluation system. Complete the Matrix for all Chapter 61 parcels (see Appendix F).		OSRC; <a href="#">Board of Selectmen</a>	FY19	N/A
3. Consider whether the Town could purchase and lease Ch. 61A land for agricultural use when it becomes available for sale; work with non-profit partners, including Greenbelt and Land for Good to develop a strategy.	Reynolds Farm is an example.	OSRC	FY19	N/A
4. Develop a right-of-first-refusal policy and procedure for the Town to be poised to act quickly on Chapter 61 parcels as part of an acquisition strategy.		OSRC; Board of Selectmen	FY19	N/A



5. Undertake public outreach and education to increase awareness about different options for protecting open space, such as Chapter 61, conservation restrictions, leasing Town-owned land for agriculture, mandatory dedication of open space by developers, etc.	Many survey respondents were not familiar with these programs.	OSRC	FY19 - 25	N/A
6. Consider establishing a reliable funding source and mechanism, such as a bonding program, to fund the acquisition of Chapter 61 and other parcels where there is a need to act in a timely manner; meet with representatives from the Town of Ipswich to learn about their program. Note: 53% of community survey respondents supported creation of a bond to move quickly to acquire high priority parcels.		OSRC; Board of Selectmen; <a href="#">Finance &amp; Advisory Committee</a>	FY19	N/A
7. Review Town-owned parcels with significant wetlands for potential protection through transfer to the Con Com. Consider parcels 15-2, 23-12, 37-22, 41-11, 48-7		OSRC working with Con Com	FY19	N/A
8. Identify any gaps or interruptions in wildlife corridors and target these open space parcels for acquisition or conservation restriction to create a connected system of wildlife corridors.		OSRC	FY20	N/A
9. Explore the possibility for a fish ladder associated with Wenham Lake and the Miles River.		OSRC	FY23	N/A
10. Coordinate with other organizations that are involved with land acquisition and protection. Specifically, work with Greenbelt to develop an acquisition strategy; include regular 6-month updates at an OSRC meeting as part of this strategy.		OSRC	FY19 - 25	N/A
11. Communicate with the Miles River Collaborative to stay informed as to the status of the feasibility study relating to improvements to the Miles River to address low flow velocity, nutrient inputs, and barriers to flow.	Town is currently trying to secure a commitment from the Army Corps of Engineers for a feasibility study.	OSRC	FY19 - 25	N/A

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Objective 2 - Protect high priority parcels through acquisition, conservation restrictions, or scenic easements, as opportunities arise.

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. <u>Evaluate and potentially acquire</u> high priority Ch. 61 parcels as they become available; or protect through other means.		Board of Selectmen	FY19-25	Town; CPA; State; non-profit partners
2. Concentrate on adding to already protected lands, as well as conserving wetlands, and protect these targeted parcels: a. In the northwestern corner of Wenham, Mass Audubon and the Salem-Beverly Water Supply Board protect much of the Great Wenham Swamp. Protect the few unprotected parcels adjacent to the protected land. b. Along Miles Brook at the Beverly line, the ConCom and Greenbelt own conservation restrictions. Protect unprotected, undeveloped parcels adjacent to these conserved parcels. c. Gordon College owns a large parcel surrounding Coy Pond, with the campus on the south side of the pond. Much of the undeveloped part of this parcel is wetlands, including areas adjacent to the pond that are <i>BioMap2</i> Core Habitat for a Wetlands Core. Protect these wetlands and adjacent uplands. d. At the north end of Beverly Airport, there is a large area of undeveloped land that is mostly wetlands. While this is not habitat for rare species, conserving these wetlands and their adjacent, buffering uplands will help conserve biodiversity in general.		OSRC; ConCom; Board of Selectmen	FY19 - 25	Town; CPA; State; non-profit partners
3. Contact Gordon College and owners of large, undeveloped estates to discuss the possibility of placing conservation restrictions on their properties (i.e. Parcel 019-0056 adjacent to Reynolds Farm); does Gordon		OSRC; <u>Board of Selectmen</u>	FY21	N/A

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College have an institutional master plan for their property? Proceed as appropriate.				
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*Objective 3 – Undertake other actions to protect natural resources.*

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Certify vernal pools on Town-owned property and require developers to certify pools on any property requiring permits from the Town. Specifically look at the Grapevine Road Right-of-Way and other street rights-of-way. Amend ConCom Bylaw, if necessary, to require developer certification of vernal pools.		OSRC; ConCom	FY20 - 21	N/A
2. Support continued farming and encouraging use of land for agriculture and forestry through use of Chapter 61.	Ongoing	OSRC; Assessor	FY19 - 25	N/A
3. Coordinate with other organizations that are involved with land protection and farming, such as Greenbelt and Land for Good, a non-profit that provides support and expert guidance to help farmers, landowners and communities navigate the complex challenges of land access, tenure and transfer.		OSRC	FY19 - 25	N/A
4. Determine the long-range plans of owners of active farms; introduce them to available technical resources, such as Land for Good.		OSRC	FY21	N/A
5. Identify any parcels of prime farmland that are not developed for potential future farms.		OSRC	FY21	N/A



6. Implement opportunities identified in the Municipal Vulnerability preparedness (MVP) and Hazard Mitigation Plan to advance actions that further reduce the impact of climate change and natural hazards and increase resilience across and within municipalities.	MVP Study and Hazard Mitigation Plan to be completed FY19.	<a href="#">Town Administrator;</a> <a href="#">Board of Selectmen</a>	FY20- 25	TBD
7. Habitat Management: Assess conservation and water supply areas for the presence of invasive species. If invasives are present in substantial numbers or areas, consider removing them.		ConCom; OSRC	FY21	The Division of Fisheries and Wildlife has offered grants in the past and is hoping to do so again in the future.
8. Regulation: While ConCom is charged to enforce the provisions of the Massachusetts Wetlands Protection Act, there is no local board or official charged with enforcing the provisions of the Massachusetts Endangered Species Act. Consider having ConCom and the Building Inspector notify development applicants of the presence/absence of Priority Habitat of Rare Species on the applicant's property.		ConCom; Building Inspector; OSRC	FY21	N/A
9. Support the use of the Flexible Development Bylaw to preserve open space, reduce impervious area and reduce overall and peak stormwater runoff to minimize pollution of water resources.	Ongoing	Planning Board; OSRC;	FY19 - 25	N/A
10. Assess historic resources and prioritize improvements to protect those resources that are most endangered.	Ongoing. CPA funding is being used for the Fairfield Cemetery Restoration Project	Historic Commission; Historic District Commission; Cemetery Commission	FY19 - 25	Town; CPA
11. Continue to inventory and inspect underground storage tanks to protect water resources.	Ongoing	Fire Dept.	FY19 - 25	N/A

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12. Continue evaluating proposed development for potential impacts to wetland and Town water quality;	Ongoing	ConCom; Water Dept.	FY19 - 25	N/A
13. Continue keeping catch basins clean and in good repair.	Ongoing	DPW	FY19 – 25	N/A
14. Continue coordinating wellhead protection plans with Danvers, Topsfield, Beverly and Hamilton to ensure out-of-town protection of the Town's watershed.	Ongoing	Water Dept.; Planning Dept.	FY19 – 25	N/A

*Objective 4 - Educate the public on the need for resource protection and how they can help.*

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Undertake low-cost ways to build support for conservation of biodiversity, such as: a. Offer field trips on Town or non-profit conservation areas b. Write articles on conservation for local websites and newspapers c. Encourage local high school or college students to conduct biological surveys and observations on conservation areas.		ConCom; OSRC	FY19-25	Town
2. Support workshops, house tours, signs, and other educational activities concerning the history of Wenham's landscapes and structures, and also methods to preserve and renovate such structures.	Ongoing	Historic Commission; Historic District Com	FY19-25	N/A
3. Educate the public about the Town's watersheds and aquifers and how to help protect them. Work with partners, such as Greenscapes North Shore Coalition,	Ongoing	Water Dept.; OSRC working	FY19 - 25	N/A



on water issues such as proper disposal of dog waste on open space properties and best landscape practices to conserve water use.		with partners		
4. Continue enforcing and encouraging the water conservation measures that are in place.	Ongoing	Water Dept.	FY19 - 25	N/A
5. Continue working with property owners within Zone 1 on methods of safeguarding the groundwater.	Ongoing	Water Dept.	FY19 - 25	N/A
6. Continue educating residents concerning the proper care of their septic systems and compliance with Title 5 regulations.	Ongoing	Board of Health; Water Dept.	FY19 - 25	N/A

**GOAL 2: To improve trail networks, cycling paths/lanes, and sidewalks to provide recreational opportunities for activities such as walking, running, hiking, cycling, and wildlife observation.**

*Objective 1 - Build more trails and pedestrian and cycling paths, including better sidewalks, to increase connectivity so that people can access open space and recreational areas without driving*

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Identify gaps in existing trail system through available maps and site visits, as necessary; identify ways to increase access to existing trails and create shorter loops for children and seniors.		OSRC	FY19 - 20	N/A
2. Identify Town-owned parcels that could address these deficiencies or add to the existing trail system. Review the existing trail system at the Iron Rail property for possible improvements to the trails, including rebuilding boardwalks. Iron Rail connects to Chebacco Woods in		OSRC; Iron Rail Commission; Rec. Dept; ConCom	FY19 -20	N/A



Hamilton, which connects to open space at Gordon College, creating a large open space system.				
3. Construct new trails on Town-owned land, as applicable.		OSRC; DPW	FY20- 21	Town; CPA
4. Work with owners of publicly-accessible open space parcels to construct trail extensions, as applicable.		OSRC	FY20 - 22	Town; CPA
5. Explore the Muddy Pond area to determine if there is a way to provide public access to the pond.		OSRC	FY22	N/A
6. Explore the possibility of obtaining the necessary authorizations to get access to “Fowler’s Island” in the Great Wenham Swamp for specific, limited activities.		OSRC	FY22	N/A
7. Explore whether there is any way to provide access to land adjacent to Turtle Pond without jeopardizing water quality.		OSRC	FY22	N/A
8. Reconstitute the Pedestrian and Bicycle Committee as “Walk Wenham” to work closely with the Department of Public Works to take on the task of identifying specific sidewalk improvements, securing funding, and constructing. Review the 1999 Bicycle and Pedestrian Master Plan for accomplishments and remaining actions as a starting point.		Board of Selectmen; DPW; OSRC	FY20 - 25	Town
9. Work with cycling organizations to identify how to improve cycling facilities. Consider cycling paths and bike lanes, including the creation of a bike path along Walnut Road and other key roads to the Commuter Rail Station. Construct additional facilities. (See #5 above.)		OSRC; DPW	FY20 - 25	Town



*Objective 2: Enhance existing recreational trail networks*

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Communicate and coordinate with private groups and associations, including Essex County Trail Association (ECTA), the Trustees of Reservations (TTOR), Massachusetts Department of Conservation and Recreation, Gordon College, Greenbelt, Mass Audubon, and the City of Beverly on trail management, maintenance, and improvements, as most trails in Wenham are on land that is privately-owned or maintained.	ECTA – maintenance is ongoing	OSRC	FY19 - 25	N/A
2. Install identification signage at trailheads. a. Cedar Pond  b. JC Phillips Nature Preserve  c. Wenham Rail Trail	<p>This past year there was an A-frame sign posted at the entrance, which did temporarily increase visibility from the road.</p> <p>There is a trailhead marker and map at the start of the trail, but it is not visible from the road.</p> <p>There is existing signage at the parking entrance to the Rail Trail by Border to Boston, but none on the other side of the road.</p>	<p>OSRC working with Mass Audubon</p> <p>OSRC working with City of Beverly</p> <p>OSRC working with Border to Boston Trail</p>	<p>FY20</p> <p>FY20</p> <p>FY20</p>	Town; partners
3. Improve parking areas at Cedar Pond and J.C. Phillips, if feasible. Otherwise, post signage at trailheads indicating that parking is permitted for trail users.		OSRC working with Mass Audubon and	FY21	Town; partners



Post signage for parking at Gordon Woods/ Coy Pond for users of the trail.		City of Beverly.  OSRC working with Gordon College		
4. Provide a van-accessible parking space at the Wenham Rail Trail with appropriate surfacing.		<a href="#">DPW</a> ; Board of Selectmen and Border to Boston Trail	FY20	Town; partners
4. Install trail markers to designate the trails at Cedar Pond.		OSRC working with Mass Audubon	FY20	Town; Mass Audubon
5. Identify appropriate locations and work with others to install benches along trails		OSRC; COA; non-profit organizations	FY20- 21	Town; non-profit partners
5. Continue to work with ECTA on trail maintenance.	Ongoing	ECTA, ConCom	FY19 - 25	ECTA

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*Objective 3 – Increase education and public awareness regarding open space resources and existing trails*

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Review existing information on open space resources and trail maps. Determine any informational gaps, such as location of trailheads, length, parking availability, restrictions, and allowed uses.		OSRC	FY19	N/A
2. Identify walking facilities that are adequate for senior citizens, including length, surface condition, difficulty, and amenities, such as benches.		OSRC; COA	FY20	N/A
3. Coordinate with private groups and associations, including Essex County Trail Association (ECTA), the Trustees of Reservations (TTOR), Massachusetts Department of Conservation and Recreation, Gordon College, Greenbelt, Mass Audubon, and the City of Beverly to update existing information on open space resources and trail information.		OSRC	FY19 - 20	Town; partners
4. Communicate/disseminate information on open space resources and trail maps through a variety of means, including posting on the Town's website, linking to other websites, printing hard copies for distribution at highly visible locations. (One resident suggested development of an app that would include information on the history and environment of a place, providing an opportunity for organizations across the community to collaborate.)		OSRC working with partners	FY19 - 25	Town; partners
5. Promote passive recreational opportunities through organized activities, such as walks, hikes, and annual cleanups, including walks specifically oriented toward seniors.		OSRC; Rec. Dept.; COA	FY20 - 25	N/A
6. Pursue a partnership with ECTA and the Conservation		OSRC; ConCom,	FY20 - 25	N/A



Commission to promote trail awareness and incorporate trail-related programming into the Recreation Department offerings.		Rec Dept.; ECTA		
7. Contact Gordon College to determine what recreational opportunities are available for Wenham residents and how to promote them.		OSRC; Rec. Dept.	FY21	N/A

**GOAL 3 - To provide and maintain facilities and resources for active recreation and opportunities for all residents**

*Objective 1 - Improve and maintain existing parks and playgrounds to provide a mix of uses for a broad range of needs and interests, including all age groups and people with disabilities.*

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Address deficiencies in accessibility for children and adults with disabilities. Improve facilities at Pingree Park, Iron Rail fields, Buker School fields, and Pleasant Pond Beach in accordance with the Transition Plans in Appendix G.		Rec. Dept., HWRSD	FY20-21	Town, HWRSD
2. Evaluate options for tennis court repairs and determine preferred scope of work based on needs of school and town		Rec. Dept., HWRSD, Board of Selectmen	FY19	Town
3. Identify locations and install additional amenities at parks, including bicycle amenities (racks, air pumps, fixit stations), picnic areas, landscaping, benches, and public art.		Rec. Dept.	FY23 - 25	Town
3. Increase funding for park maintenance, as feasible.		Board of Selectmen	FY20- 25	Town
4. Discuss the possibility of restoring the ice skating pond on the property owned by the Wenham Village Improvement Society (WVIS) at 4 Monument Street and implement, as feasible.		OSRC; Rec. Dept.; WVIS	FY24- 25	Town
5. Explore whether it is feasible to have a canoe or kayak launch from the Reynolds Farm parcel.		Con Com; OSRC; Rec. Dept.	FY22	N/A



6. Determine the best use for the neglected facilities at West Wenham Field, secure funding, and construct. Or, consider for passive open space and additional access to Cedar Pond Wildlife Sanctuary. Research any deed restrictions.		OSRC; Rec. Dept.	FY24 - 25	Town
7. Encourage special events and expand programming of organized activities at recreational facilities.	Ongoing	Rec. Dept.	FY19 - 25	Town
8. Publicize events and activities beforehand and highlight their successes.	Ongoing	Rec. Dept.	FY19 - 25	N/A

*Objective 2 - Redevelop and improve existing field facilities to meet high demand for athletic fields, including consideration of turf and lighting to extend their use*

1. Prioritize improvements to the existing field facilities.	The redevelopment of the game field and track at the High School has been identified as the highest priority need.	Rec. Dept./ <a href="#">Board</a> ; Board of Selectmen	FY18	N/A
2. Develop a funding strategy and secure funding for this project.	A two-town working group has been established to develop a funding strategy.	Two-Town Working Group	FY19 - 20	TBD
3. Construct high school athletic field improvements		<a href="#">HWRSD</a>	FY20 – FY21	TBD
4. Re-evaluate and prioritize other athletic field projects upon accomplishment of the game field and track at the High School, and/or as needed; i.e. lease with HWYSA for Iron Rail fields expires July 1, 2024.		<a href="#">Board of Selectmen</a> ; Rec. Dept./ <a href="#">Board</a> ; Iron Rail Commission	FY22 - 25	N/A
5. Consider preservation of open space for future development for athletic fields only if the need still remains upon completion of redevelopment of existing		<a href="#">Board of Selectmen</a> ; Rec. Dept./ <a href="#">Board</a>	FY24-25	N/A

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facilities.				
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**GOAL 4: To sustain the Town's commitment to carrying out this plan.**

*Objective – Develop and put in place the necessary administrative structures and policies*

ACTIONS	STATUS	RESPONSIBLE PARTY	ACTION YEAR	POTENTIAL FUNDING
1. Establish an entity to oversee management and implementation of the Plan, which will involve communication, coordination, and implementation Could be continued charge of OSRC. Consider expanding membership of OSRC to include at least one representative from the Joint Hamilton-Wenham Recreation Committee.		Board of Selectmen; Town Administrator	FY19	N/A
2. Present a <u>bi-annual (2x/year)</u> progress report to the Board of Selectmen in order to know what has been done and what has been missed each year.		OSRC	FY19-25	N/A
3. <u>Solicit input from, communicate with, and coordinate with all relevant Town boards and committees by appointing OSRC liaisons</u>		<u>OSRC</u>	<u>FY19-25</u>	<u>N/A</u>
4. Continue to consult the Plan and update as necessary informally.		OSRC	FY19 -24	N/A
5. Update the <i>Open Space and Recreation Plan</i> in seven (7) years, or as required, and submit to the State.		OSRC	FY25	Town; CPA

Deleted: n



**BOARD OF SELECTMEN MEETING**

*August 7, 2018*

**NEW BUSINESS**

**I.**

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



# BOARD OF SELECTMEN MEETING

*August 7, 2018*

## OPEN SESSION MINUTES DRAFT MOTION

➤ Vote: I move to **approve** the Board of Selectmen meeting minutes of:

July 16, 2018

July 24, 2018

Second / Discussion / Roll Call Vote

JW



TOWN OF WENHAM  
Board of Selectmen  
Meeting of July 16, 2018  
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 July 16, 2018 at 6 pm in the Selectmen Chambers.

**Welcome & Call to Order**

With a quorum present, Ms. Harrison called the BOS meeting to order at 6 pm

Selectmen present: Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (2021); Jack Wilhelm, Clerk (2019)

Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary (L 6:30 pm) \*\*

Public Information

Recorded with permission by HWCAM

Meeting packet

**Executive Session - Acting Fire Chief**

*Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Acting Fire Chief) and to return to open session. The motion carried unanimously by roll call vote.*

The Selectmen returned to open session at 6:30 pm.

The agenda was taken out of order.

**Fire Chief Appointment:** Stephen B. Kavanagh

Ms. Harrison announced after a thorough process the BOS finalized a 1-year contract with Stephen Kavanagh as Fire Chief.

*Vote: Ms. Harrison moved to appoint Stephen B. Kavanagh as Fire Chief for a term beginning on July 16, 2018 and ending July 30, 2019\* at an annual salary of \$111,912.62 including compensation for his continued duties serving as the Clock Winder and Animal Control Officer for the Town, and subject to such additional terms and conditions as are included in the Memorandum of Agreement between the Selectboard and Mr. Kavanagh. The motion carried unanimously.*

*\* Ms. Harrison inadvertently stated the end date of the appointment as July 30, 2019; the correct date is June 30, 2019 as specified in the Contract.*

**Public Input:** *Items not on the agenda*

Robert Collins, identified himself as a representative of the Locked-Out Workers of National Grid. Mr. Collins summarized National Grid workers do gas work in local communities including Wenham, and requested the Town consider a moratorium on new permits for gas work i.e. gas lines, gas mains. He cited contracted crews do not receive the same level of training as National Grid workers and the work may not be to the same high standards as National Grid workers. The BOS were asked to hold off on gas work until the National Grid workers are back to work.

Mr. Clemenzi referenced the gas leak on Cherry Street a few months ago and asked a variety of questions. Mr. Collins said he would have someone give the Town a Call to answer those questions.

Mr. Collins did not have an update on the status of the union negotiations.

**PUBLIC HEARING-** Continued from June 19, 2018

Proposed Personnel Policy Changes Related to Comprehensive Employee Handbook Update

- Legal Notice – Public Hearing on Comprehensive Employee Handbook Update published in The Salem News, Monday, June 11, 2018: Ms. Harrison read the public notice.
- Memo regarding Discussion of Proposed Updates to Employee Handbook from P. Lombardi, July 12, 2018
- Proposed Town of Wenham Employee Handbook, Draft, 07.16.18
- Town of Wenham Employee Handbook, June 2001

*Vote: I move the Board of Selectmen open the Public Hearing for the purpose of considering public input on proposed personnel policy changes related to a comprehensive employee handbook update.*

*Ms. Harrison opened the hearing to the public for comments or questions; seeing none Ms. Harrison closed the public hearing and it was unanimous to do so.*



## ANNOUNCEMENTS – Additional information is on the Towns' Web Site

- 375th Anniversary Event Update – Art Grows Here Installation is through July 22<sup>nd</sup>
- Trudy Reid, Chair of the 375<sup>th</sup> Committee spoke on various upcoming events for the 375<sup>th</sup> Celebration.
- The Community House cancelled their annual block party this year due to rain and are now partnering with the 375<sup>th</sup> Community day on September 8. Residents, local businesses, bands, groups etc. are all encouraged to participate in the parade; the parade registration is available on line.
- Council on Aging complimentary Ice Cream Social – Wednesday, July 18th, 1pm – 3pm
- Wenham Day is Saturday, August 25th, 10pm – 4pm sponsored by the Wenham Museum

## REPORTS

### Town Administrator

**Personnel** - We extended the deadline to accept applications to fill the Finance Director / Treasurer Collector position to Monday July 9 and will now be bringing in several candidates for initial interviews in the next few weeks. I would expect finalists to be interviewed by the Board of Selectmen at one of their meetings in August. In the meantime, our consultant will be working with our current Finance Director to ensure that the essential Treasurer/Collector duties will be performed during this transition period.

Over the past few weeks, we have conducted interviews to fill the shared Electrical and Plumbing/Gas Inspector positions. As partners in this new joint program, Hamilton officials have participated in this screening process. Based on the initial candidate pool, we made some minor modifications to the full-time Building Inspector posting in the hopes of attracting additional qualified candidates. These changes more closely align the job title and our expectations to what we need in this position for that individual to be effective. Since these inspectors will be working cooperatively under this shared model, we intend to provide both Boards of Selectmen with our consensus recommendations once we have preferred candidates for each of the positions. In the meantime, the current employees will continue to fulfill their respective roles.

## NEW BUSINESS

### Appointments

- Fire Chief \*

- Forest Warden: Stephen Kavanagh

*Vote: Mr. Clemenzi moved to appoint Stephen B. Kavanagh as Forest Warden for a one (1) year term beginning July 16, 2018 and ending June 30, 2019. The motion carried unanimously.*

- Historic District Commission: Dana Bagnell, Don Bannon, Barbara Locke

#### ➤ Letters of Interest

*Vote: Mr. Clemenzi moved to appoint Dana P. Bagnell, Don O. Bannon and Barbara K. Locke to the Historic District Commission for (3) year terms beginning July 16, 2018 and ending June 30, 2021. The motion carried unanimously.*

- Veterans Committee: William J. Wilson, III

#### ➤ Letter of Interest

#### ➤ Letter of Recommendation

*Vote: Mr. Clemenzi moved to appoint William J. Wilson, III to the Veterans Committee for a one (1) year term beginning July 16, 2018 and ending June 30, 2019. The motion carried unanimously.*

### Overview of Habitat for Humanity Project on Hull Street – Josh Anderson, Affordable Housing Trust (AHT) Chair

- Memo re 40 Hull Street, from North Shore Habitat for Humanity to the Wenham Affordable Housing Trust
- Proposed Site Plan – 40 Hull Street, Wenham, DMS Design, LLC
- Proposed Elevation – 40 Hull Street, Wenham, DMS Design, LLC

Josh Anderson, Chair of the AHT gave a brief overview of Habitat For Humanity's proposal to reuse a derelict house at 40 Hull Street. Habitat for Humanity has the property under agreement and will apply for a comprehensive friendly 40 b permit to build a duplex house with 2 affordable units; a 2-bedroom unit and 1-bedroom unit.

It is anticipated that the AHT would be asked for a \$230,000 subordinate loan, not a grant, provided the property remains affordable. There will be a deed restriction in perpetuity that the units remain affordable.

Don Preston, Habitat For Humanity, will make a presentation at the AHT meeting this week and to the BOS at the next meeting.



### Discussion of Proposed Updates to Employee Handbook

The Employee Handbook was last updated in 2001. Mr. Lombardi Labor Council reviewed and updated the old (2001) handbook and made changes to the Policy to bring the Town into compliance with state / federal regulations and supplemental policies.

Mr. Lombardi reviewed substantive amendments and observed there were still additional policies that the BOS could consider to add to the handbook; the legal requirements have been completed.

Ms. Harrison referenced Chapter 2 and proposed language to allow BOS to be involved in hiring other employees and suggested clarification that a merit raise is separate from a cost of living raise.

### Bi-annual OPEB Actuarial Analysis – Audit Committee Report

- Letter regarding GASB 74 and 75 – Summary of Results from Parker E. Elmore, President, CEO & Actuary, Odyssey Advisors, April 25, 2018
- Town of Wenham Other Postemployment Benefits Plan, GASB 74/75 Actuarial Valuation, Valuation and Measurement Date of June 30, 2017, April 2018
- Presentation of GASB 75 Results, Odyssey Advisors, June 12, 2018

Mr. Wilhelm, as member of the Audit Committee, reviewed that the Town is required to have an audit every 2-years, by an outside consultant, of pension and medical liability accounts for retirees. He went on to observe that most towns/ cities are underfunded in these areas. Three-years ago Wenham set up an OPEB Trust to be increased \$10,000 annually. The Town's liability is currently in excess of \$ 4.8 million which will be met by 2051.

Mr. Wilhelm observed the HW Regional School District liability is not included in the Town of Wenham's liability. The School has no funding plan at this time and has a liability in excess of \$25 million.

Mr. Clemenzi requested a copy of the HWRSD recent Actuarial Analysis.

Ms. Harrison noted the Town's liability decreased when the Town opted out of the GIC (Group Insurance Commission) Health Insurance. Cost savings were seen as a direct result of the change in health plan premium costs.

### Update on Electrical Inspectional Services

- Memo regarding Update on Electrical Inspectional Services from Peter Lombardi, Town Administrator, July 11, 2018
- Job Description – Permitting Department – Electrical Inspector
- Intermunicipal Agreement Between the Towns of Wenham and Hamilton for Shared Inspectional Services, March 28, 2018

This discussion was continued from the June 16 meeting when concerns were raised if the current Electrical Inspector had been responsive to emergency calls. Mr. Lombardi summarized that after the current Electrical Inspector was appointed in 2017 he met with both the Electrical Inspector and Assistant Electrical Inspector to clarify the Electrical Inspector is expected to respond to all emergencies and anything different was to be reported to the Permitting Coordinator. This past year the Assistant Electrical Inspector responded to (about) 10 calls; this was a mix of the Electrical Inspector not being available and the Assistant Electrical Inspector being called directly. Mr. Lombardi noted all emergency calls which required an Electrical Inspector were covered and more often than not, the Assistant Electrical Inspector responded.

The Fire Department and Regional Center were both reminded to call the Electrical Inspector first.

The Town is on the verge of starting a Shared Inspectional service with Hamilton and going through the hiring process for both the Electrical Inspector and Assistant Electrical Inspector positions.

The job description was updated to include that the Electrical Inspector must be available and respond to emergency calls.

Because a recommendation for these positions will be forthcoming to the BOS, all inspectors are continuing in these rolls for the next few weeks.

Mr. Clemenzi remained concerned that policy & procedures must be in harmony and reviewed regularly and cited the seriousness to assure the safety of the Fire & Police Departments and employees. He commended the Assistant Electrical Inspector for "stepping up to the plate repeatedly without hesitation whether he was called or not".

Mr. Clemenzi asked to see more follow through and how policies would be reviewed.

Mr. Wilhelm echoed his gratitude to the Assistant Electrical Inspector for "stepping up to the plate".

### Review and Approval of Updated School Grounds Maintenance Agreement

- Memo regarding Updated School Grounds Maintenance Agreement from P. Lombardi, June 27, 2018
- Proposed Grounds Maintenance and General Cleanup (Non-Winter Conditions) Agreement between the Town of Wenham and the Hamilton-Wenham Regional School District
- Proposed, Redlined Grounds Maintenance and General Cleanup (Non-Winter Conditions) Agreement between the Town of Wenham and the Hamilton-Wenham Regional School District

The Wenham DPW continues to provide grounds maintenance e.g. mowing and general clean-up for the HWRSD; the Town of Hamilton no longer participates in this shared program and the School has contracted out that portion of the work. This does not financially or operationally impact the Wenham DPW.



*Vote: Mr. Clemenzi moved to approve the proposed Agreement between the Town of Wenham and Hamilton-Wenham Regional School District for Grounds Maintenance and General Cleanup, contingent upon approval of the agreement by the Hamilton-Wenham Regional School Committee. Ms. Harrison asked for the Town Administrator to confirm with the School Committee they voted to approve the agreement and authorize the Superintendent to sign. The motion carried unanimously.*

Discussion and Potential Approval of Grievance Procedure under The Americans with Disabilities Act (ADA)

- Town of Wenham Public Notice under the Americans with Disabilities Act
- Proposed Town of Wenham Grievance Procedure Under the Americans with Disabilities Act

It was recently brought to the attention of the Town that a statutory required element was an ADA Self Evaluation Report. A part of this report includes for a Grievance Procedure to be in place and approved by the BOS.

*Vote: Mr. Clemenzi moved to approve the proposed Grievance Procedure to meet the requirements of the Americans with Disabilities Act of 1990. The motion carried unanimously.*

**OLD BUSINESS**

Update on Essex County Regional Emergency Communications Center and Potential Approval of Finalized Scope of Work for Regional Dispatch Feasibility Study

- Memo regarding Update on Essex County Regional Emergency Communications Center and Final Review of Scope of Work for Regional Dispatch Feasibility Study from Peter Lombardi, Town Administrator, June 27, 2018
- Proposed Professional Services Agreement for Regional Dispatch Feasibility Study between the Town of Wenham and Municipal Resources, Inc.
- Email regarding State Exploring Option of Fully Funding Essex County Emergency Communication Center from Alyson Dell Isola, Essex County Regional Emergency Communications Center, Interim Director, June 27, 2018
- Essex County Regional Communications Center Organizational Assessment & Operational Audit Executive Summary, prepared by Municipal Resources, Inc., February 2018
- Memo regarding Update on Essex County Regional Emergency Communications Center and Potential Regional Dispatch Alternatives from Peter Lombardi, Town Administrator, February 2, 2018

Mr. Wilhelm gave a brief overview of the Regional Emergency Communications Center and noted continued changes are expected and Wenham was considering alternate arrangements. The first action is to move forward with a feasibility study to better understand what a joint dispatch center would look like with the Town of Danvers or the Town of Hamilton.

Mr. Lombardi elaborated on some of the concerns, if and when, State 911 takes over the Regional Dispatch in Middleton such as shared frequencies, costs, staffing/operations, and if Wenham would continue to have a “seat at the table” equal to other participating municipalities. Formal correspondence from state officials is expected in August.

Mr. Lombardi recommended the BOS engage MRI to do a feasibility study.

*Vote: Mr. Wilhelm moved to approve the proposed Professional Services Agreement between The Town of Wenham and Municipal Resources, Inc. for completion of a Regional Dispatch Feasibility Study for a fee not to exceed \$9,800, subject to the approval of a reserve fund transfer request by the Finance & Advisory Committee. The motion carried unanimously.*

**Adjournment** – The BOS unanimously adjourned at 8:20 pm

Respectfully Submitted By  
Catherine Tinsley  
7.31.18

\*The minutes of the open session were prepared from HWCAM video.



TOWN OF WENHAM  
Board of Selectmen  
Meeting of July 24, 2018  
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 Tuesday July 24, 2018 at 3:30 pm in the Selectmen Chambers.

### Welcome & Call to Order

With a quorum present, Ms. Harrison called the meeting to order at 3:37 pm  
Selectmen present: Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (2021); Jack Wilhelm, Clerk (2019)  
Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

### Public Information

The meeting was recorded with permission by HWCAM  
Meeting packet 7.24.18

### Executive Session - Police Benevolent Association of Wenham

*Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy session in preparation for negotiations with nonunion personnel or to conduct collective bargaining session or contract negotiations with nonunion personnel, police benevolent Association and to include Police Chief Perkins and Attorney Darren Klein, KP Law, and to return to open session posted meeting at 630 pm. The motion carried unanimously by roll call vote.*

Ms. Harrison stated that the BOS meeting was called to order at 3:30 pm for an Executive Session and resumed the meeting at 6:32 pm.

### PUBLIC INPUT: Items not on the Agenda

There was none.

### ANNOUNCEMENTS – Additional information is on the Town's web site

- Wenham Day – Saturday August 25, 10-4 pm (rain date is August 26)
- 375<sup>th</sup> Parade & Community Day – Saturday September 8<sup>th</sup>
- 3<sup>rd</sup> Annual Citizens Leadership Academy Fall 2018 - Jackie Bresnahan gave an overview of the Academy. The Academy will be held weekly on Thursday nights starting September 13. Registration will open in August.

### REPORTS

#### Town Administrator

- Personnel - During the FY19 budget process, the Town decided to split staffing support for our land use boards into two part-time, 19 hour/week positions effective July 1. Margaret Hoffman is still the Planning Coordinator but has reduced her hours. Margaret continues to provide primary support to the Planning Board and Zoning Board of Appeals and is generally in Town Hall on Tuesdays and Thursdays. In May, we posted the new Conservation and Open Space Coordinator position that will staff those two committees. After conducting interviews with several highly qualified candidates, we selected Melissa Berry to fill this position. Melissa is currently finishing up a Masters in Biology with a specialization in Ecology at Boston University and has completed almost all of the Massachusetts Association of Conservation Commission's certificate program coursework. Both committee chairs were involved in this hiring process. Melissa's first day is expected to be Monday August 13. She will generally be in the office on Mondays, Wednesdays, and Fridays to ensure that someone in Planning is always in Town Hall when we are open. However, during the initial transition period, Melissa will be in the office on Tuesdays instead of Fridays so she can be brought up to speed on the various ongoing issues and projects.
- We also recently selected Jennifer Flynn as the new Council on Aging Outreach Marketing Coordinator. This part-time, 12 hour/week, position supports the COA Director in conducting targeted outreach to our seniors, creating marketing materials, coordinating educational programs, and similar administrative tasks. Jen will also assist in our Age- and Dementia-Friendly Community Initiative that the Town is currently actively engaged in developing.

#### Chairman

Ms. Harrison read a press release related to the executive session held earlier at 3:30pm to be issued after the BOS meeting. *Chairman of the Board of Selectmen Catherine Harrison, Town Administrator Peter Lombardi and Police Chief Thomas C. Perkins report that earlier today, Wenham Police Officers Shane M. Kavanagh and William J. Carney voluntarily resigned from their positions effective immediately. These resignations come as a result of an internal investigation initiated by the Town of Wenham in response to allegations that were raised regarding the conduct of these two employees unrelated to their official capacities.*



*During the Board of Selectmen's Executive Session this afternoon, the Board voted to execute individual separation agreements with each officer. These agreements do not confer any additional wages or benefits to either officer other than those benefits previously earned under their collective bargaining agreement and consistent with the Town's personnel policies.*

*"The Board of Selectmen places a high value on the integrity of all of its police officers," Chairman Harrison said. "We appreciate the continued leadership of Chief Perkins and the cooperation of the police union in these matters."*

## NEW BUSINESS

### Review & Potential Approval of Affordable Housing Trust (AHT) Funding Request for Habitat for Humanity Hull St. Project

- Memo regarding 40 Hull Street, from North Shore Habitat for Humanity to the Wenham Affordable Housing Trust
- Proposed Site Plan – 40 Hull Street, Wenham, DMS Design, LLC
- Proposed Elevation – 40 Hull Street, Wenham, DMS Design, LLC
- Project Description – 40 Hull Street, Wenham Affordable Housing Trust
- Project Financial Analysis – 40 Hull Street, June 10, 2018
- Draft Minutes – Excerpted from WAHT Meeting, July 18, 2018

Josh Anderson, Chair of AHT was present and spoke to the application from Habitat for Humanity North Shore. for the funding of the acquisition of 40 Hull Street to build two affordable housing units.

Don Preston, Habitat for Humanity North Shore went on to explain in more detail the project to take down the existing, dilapidated structure, and develop 2 affordable housing units; based on the three-bedroom septic system design there would be a two-bedroom unit & a one-bedroom unit duplex style, energy-star rated dwelling

Habitat for Humanity will file for a friendly 40b because Wenham Zoning does not allow two units on one lot.

The new structure will meet all zoning setbacks.

There will be a deed restriction on the house preserving this as an affordable unit in perpetuity to income qualified owners.

Habitat for Humanity operates under the Department of Housing Community Development guidelines.

There will be a local preference lottery for one unit to someone who lives, works or goes to school in Wenham.

Families must put in "400 hours of sweat equity"

There will be a Condominium Association; Because Habitat for Humanity will hold the mortgage, they will remain a voting member of the Association for the term of the loan.

Mr. Anderson reported the AHT voted unanimously to recommend the BOS approve the funding of \$230,000 to purchase the property at 40 Hull Street.

Ms. Harrison, as the BOS representative on the AHT, recommended the Selectmen support this project and the grant request.

The proposed timeline:

- Close on property in November and tear down the structure
- Construction 2019 spring/fall start
- One-year construction period

*Vote: Mr. Clemenz moved to approve the sum of \$230,000 in Wenham Affordable Housing Trust funds to Habitat for Humanity of the North Shore for the sole purpose of purchasing the property located at 40 Hull Street, Wenham, subject to the parties entering into a mutually acceptable Grant Agreement setting forth the terms of said payment. The motion carried unanimously.*

### Discussion of Potential Installation of Cell Tower at Iron Rail Property

- Memo regarding Potential Cell Tower Installation at Iron Rail Property from P. Lombardi, June 27, 2018
- Preliminary Study of Wireless Coverage in the Town of Wenham Massachusetts, Blue Sky Tower Partners, LLC
  - Wenham Coverage Map
  - Airport Flight Zone Map
  - Map of Wireless Sites within 4 Miles of Center of Town
  - Site List of Wireless Sites within 4 Miles of Center of Town
  - Wenham Site Inventory Reports
- Wenham Search Ring Evaluation, Blue Sky Tower Partners, LLC, January 8, 2018
- The Zoning Bylaws of the Town of Wenham, Updated April 2, 2016, Section 12.4
- Town of Wenham Personal Wireless Overlay Parcels
- Iron Rail Potential Cell Tower Site Maps, CAI Technologies

Present: Jim Romano, Iron Rail Commission Chair & Don Madden, Blue Sky Towers

Mr. Madden spoke to possibly placing a cell tower on the Iron Rail property giving approximately a 2-3-mile radius of cellular coverage.

Mr. Romano reviewed the proposed plan as presented to the Commissioners to place a cell tower behind the Scout Barn, halfway to the cemetery on the knoll. This places the tower on the highest point of the property and allows for a good amount



of "screen cover". It was noted this is strictly for the tower and it is unknown which cell service providers would be on the pole.

Mr. Romano stated the Iron Rail Commission recommended going forward with preliminary initiative. The BOS agreed to take this matter under consideration.

#### Initial Review of and Feedback on Final Draft of Open Space and Recreation Plan

- Town of Wenham Open Space and Recreation Plan Update, August 2018
- Parcel Ranking Matrix, The Ciccolo Group, LLC
- Open Space and Recreation Plan Presentation, The Ciccolo Group, LLC, May 22, 2018

Lynn Duncan, The Ciccolo Group, was present along with Open Space & Recreation Committee members Asma Syed, Chair, Ann Weeks, and Margaret Hoffman, Planning Coordinator.

Ms. Duncan recognized the OSRC members Chris Gajeski, Asma Syed, Ernest Ashley, Tom Starr, Ann weeks, William Wilson, Norman Tarr, and Len Dolan who worked to update the Town's Open Space & Recreation Plan over this past year.

Ms. Duncan referenced a PowerPoint presentation and gave an overview of the process to update the Plan.

This included a community survey, public forums, and research to prioritize those values important to the residents of Wenham from which goals were created.

- Preserve open space for passive recreation and aesthetics
- Project high value wildlife and plant habitat
- Preserve the Town's rural character
- Protect town drinking water
- Historic value

Goal 1 – Protect the Town's natural resources and open space areas that contribute to passive recreational, drinking water supply, high value core wildlife and plant habitat, agricultural and forestry use, and rural and historical character.

Goal 2 – Build more trails and pedestrian and cycling paths, including better sidewalks to provide recreational opportunities for activities such as walking running, hiking, cycling and wildlife observation.

Goal 3- To provide and maintain facilities and resources for active recreation and opportunities for all residents

Goal 4 – To sustain the town's commitment to carry out this plan

Ms. Duncan reviewed the benefit of the Parcel Rating Matrix to evaluate open space parcels criteria to assist the town with objective priorities in the form of questions; each question is awarded a "weight" (ranking).

The Ciccolo Group will put together a final Open Space & Recreation draft plan to submit to the State along with Letters of Support from the BOS and various Town Boards/Committees.

The BOS recognized the Open Space & Recreation Committee and Ciccolo Group for all their work to bring this plan forward. To save on time, the Selectmen will review the Plan and submit suggestions/ revisions over the next couple of weeks.

The final approval of the Plan will be on the August meeting agenda.

#### **MINUTES** - Open Session- June 26, 2018; June 26, 2018 Joint with Affordable Housing Trust

*Vote: Mr. Wilhelm moved to approve the BOS meeting minutes of June 26, 2018 and the BOS Joint Wenham Affordable Housing Trust meeting minutes of June 26, 2018 and it was unanimous to do so.*

*Vote: With the reason for which the executive session was held no longer existing, Mr. Wilhelm moved, and it was unanimous, to release the BOS Executive Session meeting minutes of:*

- |                     |                         |                        |
|---------------------|-------------------------|------------------------|
| • November 10, 2015 | • August 22, 2017 # (2) | • April 24, 2018 # (2) |
| • November 17, 2015 | • March 20, 2018        | • May 15, 2018 # (2)   |
| • February 28, 2017 | • April 3, 2018 # (2)   | • June 5, 2018         |

**ADJOURNMENT-** The BOS unanimously adjourned at 8:38 PM

Respectfully Submitted By  
Catherine Tinsley  
7.25.18