



Town of Wenham
BOARD OF SELECTMEN

AGENDA

Tuesday August 21st

6:00 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.

6:00 P.M.

WELCOME: Call to order

Executive Session #2 under M.G.L. Ch. 30A, § 21 – To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

- Library Director

6:30 P.M.

PUBLIC INPUT: ITEMS NOT ON THE AGENDA

ANNOUNCEMENTS

1. Tree Warden Public Hearing on Tree Removals – Thursday, August 23rd, 6:30pm CH
2. Wenham Day – Saturday, August 25th, 10am – 4pm JW
3. 375th Anniversary Parade & Community Day – Saturday, September 8th CH
4. Albie Dodge Memorial Ribbon Cutting Ceremony – Sunday, September 9th JC
5. 3rd Annual Citizens Leadership Academy – Fall 2018 JC

6:35 P.M.

REPORTS

TOWN ADMINISTRATOR – Update

CHAIRMAN

SELECTMEN

6:45 P.M.

NEW BUSINESS

- A. Appointment - Joint with Water Commission (10 minutes) JC
 - Water Commissioner: Diane Dixon
- B. Update on Shared Inspectional Service Program and Finalist Interviews – Joint with Hamilton Board of Selectmen (45 minutes) CH
 - Building Inspector: Brian M. Leathe
 - Inspector of Wires: Robert J. Brown & Denis F. Curran
- C. Appointments (10 minutes) JW
 - Building Inspector: Brian M. Leathe
 - Inspector of Wires: Robert J. Brown or Denis F. Curran
 - Assistant Inspector of Wires: Robert J. Brown or Denis F. Curran
 - Plumbing/Gas Inspector: Kevin Dash
 - Assistant Plumbing/Gas Inspector: David Paireen
- D. Finance Director Finalist Interview (35 minutes) CH
 - Patricia A. Moore
- E. Public Shade Tree Removal Update (15 minutes) JC
- F. One Day Liquor License – Trudy Reid, 375th Anniversary Committee, Community Celebration JC
Saturday, September 8, 2018, 11:00am – 4:00pm (5 minutes)
- G. Review and Potential Approval of Location Agreement for Use of Cheeseman Field at Pingree Park (10 minutes) JW
- H. Approval of Board of Health Medicare Application (5 minutes) JW
- I. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) CH

9:00 P.M.

OLD BUSINESS

- J. Final Review and Approval of Letter of Review for Open Space and Recreation Plan (10 minutes) CH

9:10 P.M.

MINUTES

Open Session: June 19, 2018

Executive Session: June 19, 2018

9:15 P.M.

ANTICIPATED ADJOURNMENT



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Tree Warden

TEL 978-468-5520 x 6

FAX 978-468-8014

LEGAL NOTICE

PUBLIC HEARING ON TREE REMOVALS

The Tree Warden of the Town of Wenham, Massachusetts will hold a public hearing in accordance with MGL Chapter 87, Section 3 on **Thursday, August 23rd at 6:30 p.m.** at Wenham Town Hall, 138 Main Street, Wenham, MA. Said Public Hearing is being held for the purpose of hearing testimony and receiving public input relative to the proposed removal of the following public shade trees: 1 birch at Town Hall, and 1 crabapple and 1 pine at Pingree Park. Additional information can be obtained online at www.wenhamma.gov. Questions may be directed to the DPW Office at 978-468-5520 ext. 6. Any person objecting to the removal of a tree must make their objection in writing at or before the Public Hearing.

Winslow Mulry
Wenham Tree Warden

For publication: The Salem News - **August 22, 2018**



Wenham Museum

SUMMER FAIR

SATURDAY, AUGUST 25TH 10 AM-4 PM
RAIN DATE: SUNDAY, AUGUST 26TH

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 for questions or accommodations

Dedication of the Albert W. Dodge Memorial

Please join us on Sunday, September 9th at 2:00 pm for a ceremony dedicating the Albert W. Dodge Memorial.

Ceremony will be held at Memorial located at the Iron Rail Property, 91 Grapevine Road, Wenham.

A reception hosted by Boy Scout Troop 28 will be held at the Scout Barn immediately following the dedication.

The Albert W. Memorial project is a joint effort of the Iron Rail Commission and Boy Scout Troop 28.



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

For more information: 978-468-5520 x. 2 or jbresnahan@wenhamma.gov

Town of Wenham

Citizens Leadership Academy 2018

Thursdays 6:30 – 8:30 pm

Sessions and Locations

- **Day 1: Getting to know Town Government** (*Town Hall*)
September 13th – Peter Lombardi, Catherine Harrison, & Jackie Bresnahan
- **Day 2: Fire Department** (*Begin at Town Hall, Continue at Fire Station*)
September 20th – Chief Kavanagh & Fire Department
- **Day 3: The Budget Process, Permitting, & Board of Health** (*Town Hall*)
September 27th – Alex Begin, Peter Lombardi, & Jackie Bresnahan
- **Day 4: Town Clerk/Town Moderator, & Assessing** (*Town Hall*)
October 4th – Dianne Bucco, Trudy Reid, & Steve Ozahowski
- **Day 5: Police Department** (*Begin at Town Hall, Continue at Police Station*)
October 11th – Chief Perkins, Captain DiNapoli, & Police Department
- **Day 6: Housing Authority & Affordable Housing Trust** (*Town Hall*)
October 18th – Paula Mountain, Bruce Blanchard, & Josh Anderson
- **Day 7: Accounting, Conservation, Planning, & GIS** (*Town Hall*)
October 25th – Chris Holak, Melissa Berry, & Margaret Hoffman
- **Day 8: DPW, Cemetery, & Veterans Services** (*Council on Aging*)
November 1st – Bill Tyack, Gary Cheeseman, & Karen Tyler
- **Day 9: COA, SHINE, & Water Department** (*Council on Aging*)
November 8th – Jim Reynolds, Lucy Sprague Frederiksen, & Erik Mansfield
- **Day 10: Recreation & Library** (*H-W Library*)
November 15th – Sean Timmons & Jan Dempsey
- **Day 11: Mock Warrant Hearing & “The Big Picture”** (*Town Hall*)
November 29th – Town Meeting Key Participants, Catherine Harrison, Peter Lombardi, & Jackie Bresnahan

Special Event: Historic Mock Town Meeting (*First Church in Wenham*)
Wednesday, December 5th – Board of Selectmen & 375th Anniversary Committee

BOARD OF SELECTMEN MEETING

August 21, 2018

REPORTS

- TOWN ADMINISTRATOR – Update
- CHAIRMAN
- SELECTMEN

BOARD OF SELECTMEN MEETING

August 21, 2018

NEW BUSINESS

A.

Appointment – Joint with Water Commission *(10 minutes)*

➤ Water Commission: Diane Dixon

- Draft Motion
- Letter of Interest & Resume from Diane Dixon
- Letter of Recommendation from the Water Commission
- M.G.L. Chapter 41, Section 69A
- M.G.L. Chapter 41, Section 11

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Water Commission Appointment

- Vote: I move the Board of Selectmen and Water Commission jointly appoint Diane Dixon to the Water Commission for a term expiring as of the 2019 Town Election.

Seconded / Discussion/ Vote

TOWN ADMINISTRATOR'S OFFICE

Wenham Town Hall,
138 Main Street
Wenham MA
01984

DIANE DIXON

7 Lafayette Lane,
Wenham MA
01984
7/15/2018
978-233-4114
diane@dixonnet.com

Dear Sirs

Town of Wenham Water Commission Board Vacancy

Please accept my letter of interest for the 1 year vacancy on the Water Commission Board. As you can see from my resume, I have been actively interested in the Ipswich River via the Ipswich River Watershed Association, and I am currently on the Board of Directors.

Having lived in Wenham for almost 20 years, I am interested in the challenges faced by the town, and the balance of responsibility for conservation, development, and supply of water. I was impressed by the Great Marsh Symposium this year, and the many agencies working together to develop partnerships and common goals. I believe this is the most effective way to address the challenges of climate change and climate resilience we currently face. I hope that my background in working in local government and finance, and my interest in the Ipswich River, would support and complement the Water Commission Board.

I would be happy to meet with you to learn more about the Board. I am available from the beginning of August.

Yours Respectfully,
Diane Dixon



DIANE DIXON

7 Lafayette Lane, Wenham, MA 01984

978-233-4114

diane@dixonnet.com

Education

Masters Business Administration 1998 (Distinction Corporate Planning)

Joint Hons BSc Geography and Ecology 1983 Loughborough University, UK

Board Membership

2017 to Date: Ipswich River Watershed Association – Board & Development Committee Member. Courses: Water Words that Work – Changing Public Behavior. Attended: Great Marsh Symposium, DER Social Marketing Workshop, ECCF Annual Board Conference, MassDEP Water Registrations and Permits Public Hearing 9/12/17, Mass Rivers Alliance Lobby for the River Day 2017 at the State House, Boston. Town Manager Drought meeting, Hamilton Wenham Library 9/17

Employment

2016 to Date: Mass Audubon- Ipswich River Wildlife Sanctuary & Preschool, Topsfield MA. Administration.

- Administration, technology & process solutions, innovation change management workshops, budget development & analysis.

2006 – 2016: Volunteer Ipswich River Watershed Association & Mass Audubon, Ipswich River Wildlife Sanctuary

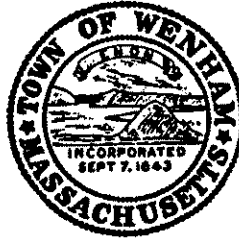
- IRWA -Water Quality Testing, Stream Sampling, Culvert Crossings Monitoring, Herring Counting. Attended Social Change Workshop.
- IRWS – Administration, systems development.

1990-1997: Cambridgeshire County Council, UK. Local Government Senior Research Officer.

- Census data, employment data, software and systems development, innovation change management workshops. Budget planning, staff management, recruitment and training.

1986-1989: Royal Trust Asset Management, London, UK. Assistant Pension Fund Manager.

1983-1986: Grant Thornton, Nottingham. Trainee Accountant.



WATER DEPARTMENT
91 GRAPEVINE RD.
WENHAM, MA 01984

Erik G Mansfield
Superintendent

Telephone: (978) 468-5520 x6
Fax: (978) 468-1009

August 16, 2018

Town Administrator and
Board of Selectmen
Town of Wenham, Massachusetts

Subject: Open Position for Commissioner
Water Department Commission

Dear Peter, Catherine, John and Jack:

The Town of Wenham Water Department Commissioners and Water Superintendent held a regular monthly meeting on Wednesday, August 15th. Attending the meeting was Wenham resident Diane Dixon, who had previously expressed an interest in the open position for a Water Commissioner resulting from the recent departure of Richard Quateman from the Board of Water Commissioners. After a brief discussion of the regular business of the Water Commission and a description of the roles and responsibilities of the Commissioners, Ms. Dixon reiterated her interest in serving on the Water Commission.

The Water Commission and Superintendent appreciate Ms. Dixon's interest in serving on the Commission and recommend that the Board of Selectmen appoint her to the open position to serve until such time as Town elections are held and the open position is filled through the regular election process.

Please contact us if you have any questions.

Very truly yours,

Commissioner Ernest Ashley, Chairman
Commissioner Paul Mendonca
Superintendent Erik Mansfield

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Section 69A WATER COMMISSIONERS; ELECTION; TENURE; QUORUM;
VACANCIES

Section 69A. Any town establishing a water supply or water distributing system under authority of section thirty-nine A of chapter forty may establish a board of three water commissioners or authorize its selectmen to act as such. Such commissioners shall, in the first instance, be elected by ballot to hold office, one until the expiration of three years, one until the expiration of two years, and one until the expiration of one year, from the next succeeding annual town meeting; and at the annual town meeting held on the day on which the shortest of such terms expires, and at each annual town meeting thereafter, one such commissioner shall be elected by ballot for the term of three years. A majority of said commissioners shall constitute a quorum for the transaction of business. After the election of a board of water commissioners under authority of this section, any vacancy occurring in said board from any cause may be filled for the remainder of the unexpired term by said town at any legal town meeting called for the purpose. Any such vacancy may be filled temporarily in the manner provided by section eleven, and the person so appointed shall perform the duties of the office until the next annual meeting of said town or until another person is qualified. Nothing herein contained shall prevent action under section twenty-one or sixty-nine.

Part I ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 41** OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**Section 11** APPOINTMENT TO FILL VACANCY IN TOWN OFFICE

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

BOARD OF SELECTMEN MEETING

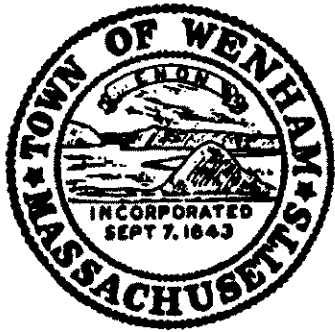
August 21, 2018

NEW BUSINESS

B.

Update on Shared Inspectional Service Program and Finalist Interviews – Joint with Hamilton Board of Selectmen (45 minutes)

- Memo regarding Shared Inspectional Service Program from Peter Lombardi, Town Administrator, August 16, 2018
- Shared Inspectional Services (Building Department), Town of Wenham-Town of Hamilton, Summary Note, February 1, 2018
- Intermunicipal Agreement with the Town of Hamilton for Shared Inspectional Services
- Building Inspector: Brian M. Leathe
 - Brian M. Leathe Cover Letter & Resume
 - Building Inspector Job Posting
 - Building Inspector Job Description
- Inspector of Wires: Robert J. Brown & Denis F. Curran
 - Robert J. Brown Cover Letter, Resume & Reference Letter
 - Denis F. Curran Cover Letter & Resume
 - Inspector of Wires Job Posting
 - Inspector of Wires Job Description



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

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

MEMORANDUM

TO: Wenham Board of Selectmen
FROM: Peter Lombardi, Town Administrator
CC: Robin Crosbie, Hamilton Interim Town Manager
RE: Update on Shared Inspectional Service Program
DATE: August 17, 2018

After receiving significant technical assistance through MAPC to help develop this shared service model, both towns approved the attached Intermunicipal Agreement this past winter. Once funding was approved by both Town Meetings in April, we then moved forward with posting the three new positions in May.

We conducted interviews with several candidates for the part-time Electrical Inspector and part-time Plumbing & Gas Inspector positions in June. We brought in four candidates for the Electrical Inspector position (part-time at 15 hours/week and \$30/hour) and three for the Plumbing/Gas Inspector role (also part-time at 8.5 hours/week and \$27.50/hour). The interview panel for those positions consisted of Wenham's Permitting Coordinator, Hamilton's Director of Planning and Inspections, and myself.

After reposting the Building Inspector position (full time at 40 hours/week and \$26.28-32.84/hour) due to a lack of sufficient initial response, we interviewed the two most qualified applicants in June. That interview panel consisted of Wenham's Permitting Coordinator, Hamilton's Director of Planning and Inspections, Hamilton's Interim Town Manager, and myself.

Since all of these inspectors will be working cooperatively under this new shared model, we wanted to make sure that they were brought on together as a team, which is why their collective appointments have been delayed for a month or so beyond the proposed start date of July 1. After completing the initial interview processes, we recommend the following individuals for your consideration:

- Brian Leathe – Building Inspector
- Robert J. Brown – Electrical Inspector
- Denis Curran – Electrical Inspector
- Kevin Dash – Plumbing & Gas Inspector

Although the IMA designates Wenham as the lead community, the language regarding filling these positions is as follows: "All Inspectors shall be hired by the Lead Party with the

mutual agreement of the Parties, including the opportunity to comment on candidates' resumes and participate in candidate interviews.” Accordingly, we have invited the Hamilton Board of Selectmen to participate in these interviews and will look for them to provide their feedback on each of the candidates. While Wenham is ultimately the hiring authority, both Boards have to formally appoint each of the inspectors.

We put a placeholder on the August 21 agenda for the Board to make those appointments if you are prepared to do so. Otherwise, those appointments would likely be made at your next meeting on Tuesday September 11. Any such appointments would be subject to agreeing to terms of employment with each of the new hires. If the Board is not prepared to make a decision on the 21st regarding filling the Electrical Inspector position, I would suggest that you appoint Robert J. Brown to fill that role on an interim basis until your next meeting on September 11 since our former Electrical Inspector submitted his resignation effective last Friday, August 10, 2018 and Robert has served as the Assistant Inspector for the past year and a half.

It is important to note that both Robert Brown and Denis Curran stated in their interviews that they would be willing to serve as the Assistant Electrical Inspector if the other got the larger role. I should also mention that both Towns have now approved MGL Ch 166 Sec 32A, so whoever is appointed can still do their own electrical work in both towns without running into any conflict of interest issues - the back-up inspector will just have to inspect any of that work.

For the Plumbing/Gas Inspector position, we recommend staying with the status quo. Kevin Dash has been in this role in Wenham for several years now and has been doing the same in Hamilton for more than a year. Both towns are highly satisfied with his performance. Dave Pareen has been the (very part-time) back-up in both towns and wants to stay on in that role. Accordingly, I have asked Kevin to attend on the 21st so you can meet him before formally appointing him to continue in his dual roles but believe there is no need for an interview.

I have provided a suggested list of questions for the candidates for the Building Inspector and Electrical Inspector positions.

We are eager to begin this new shared service program and to work with Hamilton officials in the coming months to fully integrate our new e-permitting platform to maximize our efficiencies under this joint program.

Shared Inspectional Services (Building Department) Town of Wenham – Town of Hamilton

Summary Note
February 1, 2018

In 2017, the chief administrators from Wenham, Hamilton and Manchester (the “Towns”) requested the Metropolitan Area Planning Council’s (“MAPC”) assistance in developing a model for sharing inspectional services functions, including in the areas of building, electrical, plumbing and gas and code enforcement. After analysis of options developed by MAPC and Town officials, the Wenham Administrator and Hamilton Manager agreed to pursue a shared inspectional services or building department.

Rationale

A building commissioner’s primary obligation is public safety. The position has administrative responsibilities and enforcement authority by law that no one else possesses; powers that are fundamental to maintaining a safe and enjoyable community in which to live and work. Such a role is difficult to perform well on a part-time basis, for example: understanding and enforcing zoning by-laws, which can be a time-consuming process; working effectively with other town boards and departments (such as Planning, ZBA, Assessors, Conservation, Health, Fire, Police, DPW); recommending appropriate-level fee schedules; and ensuring that estimated costs on permit applications are accurate and generate the appropriate permit revenue to the town. Both communities have faced recurring frustrations with inspectional service delivery in recent years. Given these challenges, it is felt that hiring a shared building commissioner on a full-time basis to provide regular oversight of all inspectional services will improve the effectiveness of operations, attract and retain strong personnel, enhance customer service, ensure greater consistency in enforcement and increase overall productivity levels.

Project Activities and Findings

The project was launched in July 2017. MAPC conducted several meetings and interviews with Town personnel to better understand current challenges. MAPC staff also reviewed the Towns’ building department operations and their FY2017 and FY2018 (first six months only) staffing (*i.e.*, number of personnel, hours worked per week, and compensation paid), expenditures, permit volume, and revenues generated. MAPC also looked at the departmental data of several other towns for comparison. MAPC findings for the Towns included that:

- All inspectors work on a part-time basis only;
- Code enforcement is not provided consistently;
- There is insufficient time for staff to complete all work;
- There is an inability to find backup inspectors when core inspectors are ill, on vacation, or otherwise unavailable;
- Potential retirements of existing inspectors would create service gaps; and
- Variable permit volume and compensation levels exist between the Towns.

Based on these findings, MAPC prepared a series of potential models for shared inspectional services between the Towns. The models presented various full- and part-time inspector employment options and various cost-sharing options based on equal splits, population, permit volume, payment of a base amount, and multiple combinations thereof. After further conversations and meetings, the consensus between Wenham and Hamilton was that there is a pressing need for a full-time building commissioner/zoning enforcement officer, overseeing part-time inspectors for electrical and plumbing and gas. It was also determined that current administrative staff should be kept in-house as they often perform roles for other departments and are vital to ensuring direct customer services for each Town. Ultimately, Manchester decided that its current arrangements were satisfactory for now but will consider joining the shared service if their situation changes. MAPC therefore worked with Wenham and Hamilton to develop the attached shared services model, see Appendix A, and inter-municipal agreement ("IMA"), at Appendix B.

Proposed Model

In organizing a shared service arrangement, certain aspects must be understood: who does what and when, and how are costs to be allocated. Key provisions of the IMA include that:

- Wenham shall serve as the lead municipality for administrative purposes (employment, payroll, provision of office space, etc.).
- The initial term of the IMA is for two years, with a built-in option to extend the agreement for ten one-year terms.
- The total cost of the shared services arrangement is shared by the Towns, based on the agreed fee structure and budget, both of which will be reviewed, adjusted and agreed by the Towns annually.
- Inspectors are hired with the mutual agreement of the Towns. Inspectors are required to perform all duties for both Towns.
- A specific shared Inspectional Services operating plan will be developed to address items such as office hours and availability for inquiries, emergencies, and permit review and approval timelines.

Legal Authority

An IMA is the primary tool for formalizing shared service arrangements between two or more municipalities. IMA's are authorized in Massachusetts per MGL c. 40 § 4A. Additionally, MGL c. 143 § 3, which mandates that "[t]he chief administrative officer of each city or town shall employ and designate an inspector of buildings or building commissioner as well as such other local inspectors", also states that two or more cities or towns may combine and share expenses in the appointment of any building commissioner or inspector of buildings and local inspectors.

Next Steps

The authority to approve an IMA in municipalities with a town meeting form of government rests with the Board of Selectmen. Approval of the appropriations required to support the shared inspectional services must of course come from town meeting.

**INTERMUNICIPAL AGREEMENT BETWEEN THE
TOWNS OF WENHAM AND HAMILTON
FOR SHARED INSPECTIONAL SERVICES**

THIS AGREEMENT dated as of *March 28*, 2018 ("Agreement") by and between the **TOWN OF WENHAM**, a Massachusetts municipal corporation having a usual place of business at 138 Main Street, Wenham, Massachusetts 01984, acting by and through its Board of Selectmen (also referred to as "Wenham") and the **TOWN OF HAMILTON**, a Massachusetts municipal corporation having a usual place of business at 577 Bay Road, Hamilton, Massachusetts 01936, acting by and through its Selectmen (also referred to as "Hamilton") (collectively, Wenham and Hamilton shall be referred to as the "Parties").

WHEREAS, each of the Parties is empowered to staff and maintain an inspectional services/building department for the administration and enforcement of the Massachusetts State Building Code, Electrical, Plumbing and Architectural Access Codes, the zoning by-laws and general by-laws of its town;

WHEREAS, pursuant to M.G.L. c. 143 § 3, two or more cities or towns may combine and share expenses in the appointment of any building commissioner or inspector of buildings and local inspectors;

WHEREAS, each of the Parties has determined that it is mutually beneficial to share between them the services and costs of common inspectional and code enforcement services as more fully described hereinafter, thereby providing increased consistency and efficiency in operations, proper oversight and enhanced customer service in each Party;

WHEREAS, Wenham is willing and capable of hosting shared inspectors and serving as the lead Party and Hamilton is willing to have Wenham serve as the host and lead Party; and

WHEREAS, each Party has authority to enter into this Agreement pursuant to M.G.L. c. 40, § 4A and has obtained authorization by vote of its Board of Selectmen as attested to by certified copies thereof attached hereto in Appendix A.

NOW, THEREFORE, the Parties, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

1. PURPOSE

The purpose of this Agreement is to establish a contractual relationship between the Parties for a shared building commissioner and inspectional services, electrical inspectional services, plumbing and gas inspectional services, and code enforcement services, and for shared costs and expenses therein.

2. LEAD PARTY

- A. The Parties hereby designate Wenham as the lead Party (hereinafter the "Lead Party").
- B. The Lead Party shall:

- 1. Employ or contract, through its standard personnel practices, a full-time Inspector of Buildings/Building Commissioner ("Commissioner"), and such other part-time local building inspectors, electrical/wiring inspectors, and plumbing and gas inspectors

(collectively with the Commissioner, the "Inspectors") in accordance with the staffing model attached hereto in Appendix B as may be amended from time to time by mutual agreement of the Parties (the "Staffing Model"). All necessary steps in the hiring process of the Inspectors and maintenance of employee records shall be the responsibility of the Lead Party.

2. Provide all benefits to which the Inspectors are entitled under contract or the standard personnel practices of the Lead Party;
 3. Provide office space for the Inspectors;
 4. Maintain separate, accurate, and comprehensive records of all services performed for each Party and all funds received from the Parties;
 5. Issue financial reports for each fiscal year to the Parties by December 31 of the following fiscal year.
- C. Any property and materials owned by the Lead Party which are used by the Inspectors shall remain the property of the Lead Party.
- D. Any property and materials owned by Hamilton which are used by the Inspectors shall remain the property of the Hamilton.

3. THE INSPECTORS

- A. The Inspectors shall perform for each of the Parties the duties and have the responsibilities listed in the respective job descriptions attached hereto in Appendix C ("Shared Inspectional Services"). Changes to job descriptions shall not be made without the approval of each Party.
- B. The Inspectors shall have enforcement jurisdiction in each of the towns concerning any applicable laws and codes, zoning by-laws and general by-laws as may be in effect from time to time in that Party.
- C. All Inspectors shall be hired by the Lead Party with the mutual agreement of the Parties, including the opportunity to comment on candidates' resumes and participate in candidate interviews. The Commissioner shall be supervised by the Lead Party in the manner specified in the job description. An annual performance evaluation of the Commissioner will be prepared by the Lead Party with input from designees in the other Parties. Any disciplinary action involving suspension or termination of the Commissioner or any other Inspector shall be undertaken by the Lead Party in accordance with the standard personnel practices of the Lead Party, but such decisions shall be made in reasonable consultation with the Parties. The terms and conditions of employment of the Commissioner and inspectors by the Lead Party shall be governed by any applicable contract or collective bargaining agreement.
- D. The Shared Inspectional Services shall be provided under the administrative direction of the Commissioner, who shall develop and submit to the Town Manager/Administrator of each Party a Shared Inspectional Services operating plan for the current or upcoming fiscal year outlining such items as the Inspectors' office hours and availability for inquiries, emergencies, and timelines for permit review and scheduling/performance of inspections that are in compliance with applicable state laws and local by-laws (the "Operating Plan"). The Parties shall determine when the annual Operating Plan should be prepared and submitted, with the final decision thereon to be determined by the Lead Party.

4. ALL PARTIES

- A. Notwithstanding any other provision of this Agreement, each Party shall continue to maintain and staff at its own cost and expense an administrative building department in its town for the acceptance and processing of all permit applications and any other departmental forms and

paperwork, issuance of approved permits and certificates, and the payment and collection of fees for that Party.

- B. Each Party shall provide and maintain its own permitting software, applications, forms and certificates, and other supplies at its own cost and expense. Fee schedules shall be determined by each Party, and each Party may use its collected fees at its own discretion as permitted by law. Each Party shall be responsible for its own audit of its building-department related fees and finances.
- C. Each Party shall supply the Inspectors with complete copies, including supplements and revisions, of its respective local codes, regulations, and by-laws.
- D. All files, including closed and inactive files, records and support documents shall be permanently stored at the office of the generating Party.
- E. The Parties agree to allow the Inspectors to claim such vacation, sick, and personal days and other leave as they may be entitled to receive under the standard personnel practices of the Lead Party. No Party shall make any demand on the Inspectors or take any action with respect to them that is in violation of their rights under standard personnel practices of the Lead Party or under any applicable legislation.
- F. Any hearings resulting from the actions of the Inspectors shall be held by the Board of Selectmen or another appropriate authority in the town in which the action originated, in accordance with the code, regulations, or bylaws of that Party. Similarly, any proceeds from enforcement actions shall be paid to the Party in which the enforcement action took place. Any costs, such as legal fees, shall be paid by the Party in which the hearing or enforcement action took place.
- G. Complaints received concerning the action of the Commissioner shall be resolved by the Town Manager/Administrator in the Party in which the complaint originated in consultation with the other Party as appropriate, provided, however, that discipline or dismissal of the Commissioner shall be undertaken by the Lead Party. Complaints received concerning the action of any other Inspector shall be resolved by the Commissioner in consultation with the Town Manager/Administrator in the Party in which the complaint originated in consultation with the other Party as appropriate.
- H. If during the term of this Agreement a Party requires an increased demand for Shared Inspectional Services due to a large-scale development, activity or an event that cannot reasonably be accommodated under the Operating Plan, such Party shall bear alone the responsibility, cost, and expense of hiring additional inspectors as needed in consultation with the Commissioner.

5. TERM/TERMINATION

- A. The initial term of this Agreement shall be July 1, 2018 through June 30, 2020 (the "Initial Term"). This Agreement may be renewed for ten (10) additional one (1)-year terms ("Extended Terms") by vote of each Party through its respective Board of Selectmen by January 15 of the then current term, beginning January 15, 2020.
- B. In the event that any one Party does not vote to renew this Agreement during either the Initial Term or an Extended Term, this Agreement shall terminate effective June 30th of that year. All Parties shall continue to perform all obligations under this Agreement until the effective date of termination. The Lead Party shall prepare a full statement of the Parties' outstanding financial obligations for the remainder of the then current fiscal year with any final payments due within thirty (30) days of the end of the current fiscal year.
- C. If a Party defaults on payment of any assessment or otherwise breaches this Agreement during either the Initial Term or an Extended Term, the Lead Party shall prepare a full statement of the

Parties' outstanding financial obligations for the remainder of the then current term (whether it is the Initial Term or an Extended Term) with payment thereof due within thirty (30) days thereafter, and this Agreement shall terminate, in which case each party shall thereafter be solely responsible for the provision of inspectional services within its jurisdiction.

- D. Termination or breach of this Agreement shall not relieve any Party from any obligations of indemnification that may have arisen hereunder prior to such termination or breach nor from any financial obligations that by agreement extends beyond the termination date, nor, in the case of breach, the breaching Party's liability to compensate the non-breaching Party for that Party's damages caused by the breach.

6. BUDGET/FEE STRUCTURE/PAYMENTS

- A. The Lead Party shall establish for each fiscal year the annual operating cost for the provision of Shared Inspectional Services that supports the Staffing Model (the "Budget"). The Budget shall include, but not be limited to, the cost of the Inspectors' wages and salaries, taxes, benefits (retirement contributions, health insurance, life insurance, unemployment compensation, workers compensation, paid time off, etc.), liability insurance, stipends, recruitment costs, seminars, professional development, dues, cell phones, mileage reimbursement, training costs, and any other costs related to the proper functioning of this Agreement. If there are any costs borne by the Lead Party in equipping or housing the Inspectors, the Lead Party will account for and document those costs in the development of the Budget and adjust accordingly, including the contributions required by each of the Parties.
- B. The Parties shall proportionally share the cost of the total Budget based on the fee structure attached hereto in Appendix D (the "Fee Structure") as may be amended from time to time by mutual agreement of the Parties.
- C. Each Party shall be assessed on July 1 its share of the Budget for the current fiscal year, which shall be automatically due and payable to the Lead Party in that fiscal year without further notice in equal quarterly installments on July 1, October 1, January 1, and April 1.
- D. By January 15 of each fiscal year, the designees of the Parties shall meet to agree on the Budget for the next fiscal year. The Budget and Fee Structure shall be reviewed and adjusted, if necessary, by agreement of the Parties.
- E. Notwithstanding any other provision in this Agreement to the contrary, the Parties agree that they shall be responsible after dissolution or termination of this Agreement for appropriating their shared respective cost for an Inspector's retirement, unemployment or workers' compensation benefit that accrued while the Party was a party to this Agreement.

7. INDEMNIFICATION

- A. This Agreement is by and between the Parties which have executed it with the understanding that it is intended for their mutual benefit and is not intended to confer any express or implied benefits on any other person or entity. This Agreement is not intended to confer third-party beneficiary status on any person or entity.
- B. It is expressly understood that the services provided hereunder are deemed for public and governmental purposes and all privileges and immunities from liability enjoyed by the Parties shall extend to their participation hereunder and to the activities so undertaken to the fullest extent provided by law.
- C. To the extent permitted by law, each Party (the "Indemnifying Party") separately agrees to indemnify the Lead Party, including all officials, officers, employees, agents, servants and representatives, from and against any claim arising out of the duties performed by the Inspectors pursuant to this Agreement in or on behalf of the Indemnifying Party for any claim of

liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Inspectors while performing services for the Indemnifying Party. As to any claim or occurrence, the express indemnification set forth above shall be limited to the services provided by the Inspectors for the specified Party.

- D. An Indemnifying Party's obligation to indemnify under this Section shall be limited to and benefited by the immunities or limitations of damages which may be extended to them by operation of law. Furthermore, the Indemnifying Parties shall not be liable for any claims arising from:
- a) Violations of state or federal civil rights statutes;
 - b) Violations of state or federal discrimination statutes;
 - c) Wrongful termination claims;
 - d) Violations of any state or federal statute dealing with employment practices; and
 - e) Claims that are covered by any insurance policy.

8. ASSIGNMENT

No Party shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the other.

9. CONFLICT RESOLUTION

The Town Managers/Administrators of the Parties shall confer periodically to address matters of policy, operations and logistics as may be necessary. The Parties may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Party and changes to the Staffing Schedule or Fee Schedule. Any unresolved issues shall be decided by the Town Manager/Administrator of the Lead Party.

10. AMENDMENTS

This Agreement may be amended only by the unanimous written consent of all of the Parties.

11. SEVERABILITY AND COMPLIANCE WITH APPLICABLE LAW

Should any term, portion, or provision of this Agreement or the application thereof to any person or circumstances be in conflict with any local, state or federal law or otherwise be rendered unenforceable or ineffectual the validity of the remaining parts, terms, portions, or provisions or the application thereof to other persons or circumstances shall be deemed severable and shall not be affected thereby. The Parties further intend for this Agreement to be modified to comply with any applicable local, state or federal law should it be determined not to be in compliance and to remain binding between them as so modified, so long as the Purpose of the Agreement remains satisfied. In particular, but without limiting the generality of the foregoing, the Parties intend for this Agreement to remain binding against each of them notwithstanding any legal requirement that would alter the term hereof or change the way in which any party is required to pay its share of assessments. The Parties will remain bound hereunder subject to such modified terms.

12. NOTICES

Any notice permitted or required hereunder to be given or served on any Party shall be in writing signed in the name of or on behalf of the Party giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery, upon the date of verified delivery by courier or package delivery service, or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

For Wenham: Town of Wenham, 138 Main Street, Wenham, MA 01984
ATTN: Town Administrator

For Hamilton: Town of Hamilton, 577 Bay Road, Hamilton, MA 01936
ATTN: Town Manager

13. MISCELLANEOUS PROVISIONS

- A. Entire Understanding: This Agreement represents the entire understanding of the Parties with respect to its subject matter and supersedes all prior agreements, negotiations and representations, either written or oral.
- B. Governing Law: This Agreement shall be governed by the laws of the Commonwealth of Massachusetts and venue for any action shall be in the Superior Court of Essex County.
- C. Binding Effect: All of the terms and provisions of this Agreement shall be binding on and inure to the benefit of and be enforceable by the respective Parties hereto, their successors and assigns.
- D. Headings: The headings used herein are for convenience only and shall not be considered in any interpretation of any disputes over the terms of this Agreement.
- E. Joint Drafting: Each Party acknowledges that it has participated equally in the drafting of this Agreement and that each has or had consulted with legal counsel of its own choosing in entering into this agreement.

[Balance of page intentionally left blank]

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed and attested by their proper officers hereunto duly authorized and their official seals to be hereto affixed as of the day and year first above written.

For the TOWN OF WENHAM,

By: [Signature]

Date: 2-20-18

By: [Signature]

Date: 2-20-18

By: _____

Date: _____

Approved as to Form Only

By: [Signature]

Date: 5-17-18

Town Counsel

Approved as Availability of Appropriation

By: [Signature]

Date: 5/1/18

Town Accountant

For the TOWN OF HAMILTON,

By: [Signature]

Date: 3-28-2018

Approved as to Form Only

By: [Signature]

Date: 5/17/18

Town Counsel

Approved as Availability of Appropriation

By: [Signature]

Date: 5/17/18

Town Accountant

BRIAN M. LEATHE

Haverhill, MA 01830

978-372-1102

brianleathe57@gmail.com

July 14, 2018

Towns of Wenham and Hamilton

Peter Lombardi, Town Administrator

138 Main St.

Wenham, MA 01984

To Whom It May Concern:

Please accept this letter along with the enclosed resume as application for the position of Inspector of Buildings/ Building Commissioner for the Towns of Wenham and Hamilton. My professional experience working as a building inspector for the past 12 years; in addition to my extensive construction knowledge and educational background make me an excellent candidate for this position.

I look forward to an opportunity to meet with you in person to discuss my qualifications in more detail.

Sincerely,

Brian M. Leathe

Enclosure

BRIAN M. LEATHE

Haverhill, MA 01830

978-372-1102

brianleathe57@gmail.com

PROFESSIONAL SUMMARY

MA Certified Local Building Commissioner with extensive experience in municipal government positions. Expertise in the enforcement of MA Building Codes and local zoning ordinances, issuing permits for new construction and renovation projects, inspecting projects for conformance with codes, laws and local ordinances, and investigating complaints regarding violations.

PROFESSIONAL EXPERIENCE

Building Inspector

Town of Beverly, Beverly, MA

2016-2018

- Enforced state and local building codes, zoning codes and local by-laws and regulations
- Reviewed building plans and interpreted local zoning by-laws, issued permits, investigated and followed-up on complaints
- Consulted to educate the public about building and zoning related issues
- Outstanding knowledge of the requirements for building construction, fire prevention, and other elements of building safety
- Ensured commercial construction projects (new or renovation) met or exceeded the requirements set forth by the Americans with Disabilities Act

Building Inspector

Town of North Andover, North Andover, MA

2005-2016

- Enforced state and local building codes, zoning codes and local by-laws and regulations
- Reviewed building plans and interpreted local zoning by-laws, issued permits, investigated and followed-up on complaints
- Consulted to educate the public about building and zoning related issues
- Outstanding knowledge of the requirements for building construction, fire prevention, and other elements of building safety
- Ensured commercial construction projects (new or renovation) met or exceeded the requirements set forth by the Americans with Disabilities Act

Building Rehab Specialist

City of Methuen, Methuen, MA

2002-2005

- Oversee Community Development's Commercial and Residential Building Projects.
- Conducted inspections for Health and Safety and Building Code Violations.
- Documented detailed work specifications, solicited bids, supervised contractor progress, and resolved customer issues and concerns.

ADDITIONAL EXPERIENCE

Maintenance Mechanic, West Newbury Housing Authority, West Newbury, MA
Home Inspector/Building Consultant, Atlantic Property Consultants, Haverhill, MA
Carpenter/Framer, Wyman and Son Construction, Haverhill, MA
Carpenter/Framer, Hollet Building, Wakefield, MA

PERSONAL ACHIEVEMENTS

New England Building Official Educational Association Board Member, University of MA, Amherst
Trustee of the Historic East Parish Meeting House, Haverhill, MA

EDUCATION & CERTIFICATIONS

Bachelor of Science Degree in Planning,
Plymouth State College, Plymouth, NH
Massachusetts Certified Building Commissioner #BO-1571
Massachusetts Certified Local Building Official #DO-1571
Construction Supervisor License #3786
Master Electrician NH License (subject to renewal)



Town of Wenham

Administrator's Office
138 Main Street
Wenham, MA 01984

Peter Lombardi, Town Administrator
TEL 978-468-5520 x. 2 FAX 978-468-8014

JOB POSTING

POSITION POSTING: Inspector of Buildings

APPLICATION PROCESS:

All interested applicants are required to submit a resume, letter of interest, and three professional references to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to nroe buck@wenhamma.gov or mailed/hand delivered to:

Wenham Town Hall
Town Administrator's Office
138 Main St
Wenham, MA 01984

Submittal Deadline: Monday, July 16, 2018 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at www.wenhamma.gov or by calling 978-468-5520 x2.

BUILDING COMMISSIONER

Status: Permanent / Full-time (40 Hrs./Wk.)
Department: Permitting
Compensation: Starting rate from \$26.28 to \$32.84/ Hr.
Requirements: Bachelor's degree in a field related to building construction or design, or master craftsman level of trade knowledge; ten (10) years of supervision of building construction or design experience; or an equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Prior municipal inspectional experience preferred. Must possess and maintain State Construction Supervisor's License and State of MA Local Inspector certification, with ability to obtain certification as an Inspector of Buildings/Building Commissioner within 2 years.

Job Description: Position is responsible for the interpretation and enforcement of all building and related codes including electrical, plumbing and gas, zoning bylaws, and other applicable laws, regulations, codes and bylaws; and serves as the Zoning Enforcement Officer for Wenham and Hamilton under new regional inspectional service program.

**Permitting Department
Inspector of Buildings**

DEFINITION

Position is responsible for the interpretation and enforcement of all building and related codes including electrical, plumbing and gas, zoning bylaws, and other applicable laws, regulations, codes and bylaws; and serves as the Zoning Enforcement Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Acts on any question relative to the mode or manner of, and materials used in, the construction, reconstruction, alteration, repair, demolition, removal, and installation, and the location, use, occupancy and maintenance of, all buildings and structures.
- Receives, reviews and analyzes applications, plans, specifications, and associated documents for technical accuracy, completeness, and compliance with the law and regulations; recommends filing and permit fee structures and ensures filing and permit fees are calculated correctly; coordinates timely review of applications by other relevant boards and departments.
- Issues permits for building, construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures, inspection certificates and violation notices; inspects premises for which permits have been issued and ensures ongoing construction and activity is in compliance with all applicable laws, codes and regulations within a building commissioner/zoning enforcement officer's jurisdiction; and reports permit activity to Board of Assessors for real estate revaluation purposes and to the permitting administrative support and supervisors in each community to assist with data tracking.
- Conducts annual inspections of places of assembly, churches, restaurants, day care centers, hotels, lodging houses, schools, nursing homes, camps, etc.; inspects other buildings as required to ensure compliance with applicable laws, codes and regulations.
- Acts as the Zoning Enforcement Officer.
- Responsible for interpreting and enforcing all of the provisions of the Massachusetts State Building Code, Massachusetts Architectural Access Board rules and regulations, the Town zoning bylaws, and any other statutes, rules, regulations, and bylaws that empower the building commissioner/zoning enforcement officer. Enforces the requirements of special permits, variances and site plan approvals issued by the Zoning Board of Appeals or the Planning Board.

- Coordinates inspection and enforcement work with the Police Department, Fire Department, Department of Public Works, Water Department, Planning Department, Conservation Commission, and the Board of Health. Responds to emergency situations, at request of Fire and/or Police Departments, to evaluate structural conditions.
- Participates in planning and permitting meetings with other town officials and departments such as pre-construction or project planning meetings. Provides specific office hours in both communities and posts those hours on both town websites.
- Investigates and responds to complaints and allegations of code and bylaw violations; works with interested parties to achieve required compliance; issues enforcement orders for violations; initiates, pursues and participates in enforcement actions and court appeals in consultation with the Permitting Coordinator and Director of Planning and Inspectional Services, and when necessary, Town Administrator/Manager; compiles information and evidence for presentation in court; confers with Town Counsel as required; testifies in court and at board hearings related to the actions and enforcement taken by the department.
- Assists the public, the Zoning Board of Appeals, and other officials, boards, committees and commissions in the interpretation of the State Building Code, the State Zoning Act, the Town's zoning bylaws and other pertinent laws, rules, regulations and bylaws; reviews site plan, special permit and variance applications; serves as a member of town committees as assigned. May be required to attend meetings of the Selectmen, Zoning Board of Appeals, Planning Board and other related meetings to respond to inquiries and provide technical assistance.
- Prepares required reports, including inspection reports and correspondence; assists in maintaining department files and information.
- Maintains up-to-date knowledge and education relative to applicable statutes, codes, regulations, and bylaws; proposes amendments to Town's bylaws for consideration by Zoning Board of Appeals and/or Planning Board and/or Board of Selectmen.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Consults with the Historic District Commission on projects in the Commission's jurisdiction.
- Performs similar or related work as required or assigned.

SUPERVISION RECEIVED

Appointed by the Board of Selectmen in each Town and supervised by the Lead Community's Permitting Coordinator, in consultation with the Director of Planning and Inspectional Services in the remaining community, in accordance with the Intermunicipal Agreement that governs this shared position. The position exercises considerable independent judgment and initiative in the performance of highly responsible work of a complex and technical nature.

SUPERVISION EXERCISED

Responsible for the supervision of alternate building inspectors, plumbing and gas inspectors, electrical inspectors, and administrative/clerical employees in regards to reviewing work, providing performance feedback and assisting with the personnel function, including recommending the hiring, training, and disciplining of employees, as applicable.

ACCOUNTABILITY

Consequences of errors or poor judgment may include missed deadlines, delay or loss of service monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or poor internal or external customer service.

JUDGMENT

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation, or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

Must have a Bachelor's degree in a field related to building construction or design, or master craftsman level of trade knowledge; ten (10) years of supervision of building construction or design experience; or an equivalent combination of education and experience which provides

the required knowledge, skills and abilities to perform the essential functions of the job, as required in Massachusetts General Laws c. 143, §3. Prior municipal inspectional experience preferred.

SPECIAL REQUIREMENTS

Must possess and maintain State of MA Local Inspector certification with ability to obtain certification as an Inspector of Buildings/Building Commissioner within 2 years; State Construction Supervisor's License; and a valid Class D Massachusetts driver's license issued by the Registry of Motor Vehicles.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of all federal, state, and local laws, bylaws, rules, regulations and policies pertaining to matters under the Building Inspector/Zoning Enforcement Officer's jurisdiction, including the Zoning Act, the Massachusetts Building Code, and the requirements of G.L. c. 22, §13A (Architectural Access Board) and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards. Knowledge of: the quality and strength of building materials; the accepted requirements for building construction, fire prevention, light, ventilation, safe exits; and other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure, as required, as per G.L. c. 143, §3. Working knowledge of the Massachusetts Public Records Law and State Ethics Law. Working knowledge of civil engineering including use of survey equipment, map making and reading, and photo interpretation.

Ability: Ability to establish and maintain cooperative relationships with Town officials, employees and staff, governmental representatives, project applicants, engineers and other members of the building community, and/or the public. Ability to enforce and interpret laws, codes, regulations and bylaws firmly, tactfully, and impartially. Ability to interpret technical data, read engineering maps, blueprints, drawings and plans, critically analyze information. Ability to analyze problems and formulate recommendations. Ability to work in high pressure situations, as necessary. Good organizational and analytical skills; detail oriented, takes initiative, and able to work independently. Ability to exercise independent judgment on a variety of complex, highly responsible, routine and non-routine work. Ability to handle multiple tasks and projects, prioritize effectively, and meet deadlines.

Skills: Skilled in effective communication, both written and verbal, in order to professionally articulate opinions, rationale and recommendations in judicious, knowledgeable and confident manner. Proficiency in the use of word processing, database and spreadsheet computer applications (such as MS Word and Excel) and permitting software. Proficiency in the operation of standard office equipment including computers, tablets and smartphones, and inspection tools, at efficient speed.

WORK ENVIRONMENT

This position splits its duties between an office-based job and field work to conduct inspections, initiate enforcement actions, and the like. Field work is conducted under varying conditions and in all types of weather with exposure to associated occupational risks (including dust, loud noise, fumes and chemicals, moving machinery), and requires travel. Moderate physical effort is required, including walking, standing, sitting, talking, hearing, reaching, using fingers and hands, bending, climbing, stooping, kneeling, crouching or crawling; must be able to access all areas of inspection sites, which frequently includes hard-to-reach areas or areas of limited space. Physical ability to access other vehicles, buildings, or obstacles as may be needed during an incident is also required. At times, may be required to lift or move objects greater than fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours on a 24/7 basis in response to natural or man-made emergencies.

May be contacted at any time and is required to work outside of regular business hours in cases of emergency and as duties require. May be required to attend night meetings as needed.

Must interact and communicate frequently with the public, government officials, other staff members and boards, project applicants, contractors, engineers, and/or third parties transacting business with the Town.

Regular workplace attendance and punctuality are required.

Has access to department-related confidential information, including confidential and sensitive issues while assisting local law enforcement.

Errors in judgment and administrative decisions could result in lower standards of service, have legal repercussions, and result in inadequate project and operational funding.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to stand or walk for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be need to stretch and reach to retrieve materials.

Motor Skills

Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding, high and low voltage meter reading equipment, moving objects or operating a motor vehicle.

Visual Skills

Position requires routine reading of documents, measuring instrumentation, computer screens, and reports for understanding. The employee is required on a regular basis to determine differences in colors.

Robert Brown

6 Middlewood Drive, Wenham, MA | 978.473.9287 | bjbrown1975@aol.com

June 13, 2018

To the Hamilton and Wenham Board of Selectmen,

As the owner of a local fourth generation electrical contracting business and living in town for multiple generations, I can't stress the importance of our inspectors being local, knowing the community and having a strong sense of what it means to be from Hamilton-Wenham. I believe that I am the best candidate for the position of electrical inspector and have a proven track record of serving both our towns and our country. I take the oath to serve very seriously and have been there for both towns when called upon day or night. I believe that both the Hamilton and Wenham Fire Chiefs would agree that I have been there for them as needed and that I am well known, trusted and dependable. Because most of my business is conducted locally I am very accessible and readily available to respond quickly to emergencies or to meet the needs of a contractor or homeowner. While enforcing code is a big part of being an inspector it was engrained in me to always make safety the first priority, no two jobs are the same and often "out of the box" thinking is critical in a world of various interpretations.

Through the years of inspecting electrical work I have learned many lessons that have made me a better inspector and a better electrician. However, the biggest thing I have learned is the importance of relationships and being an advocate for our towns. Knowing the local National Grid crews and having a good working relationship with them and their engineers is very important. Knowing our neighbors and going above and beyond for them is our job as inspectors. Homeowners look to us for help and guidance in stressful situations, whether it's a difficulty with a contractor or an emergency, they need not only assistance and results, but assurance that they, their families and their homes are safe. I believe that I have done those things for the people of our towns and hope to be able to continue my service to our community as your electrical inspector.

I appreciate your time and consideration.

Very Respectfully,

Robert J. Brown

Robert Brown

6 Middlewood Drive, Wenham, MA | 978.473.9287 | bjbrown1975@aol.com

Summary

Decorated veteran and master electrician highly motivated to leverage over 13-years of military experience and achievements and over 17-years in the electrical field to pursue a career as an electrical inspector.

Highlights

- MA Master / Journeyman Electrical License.
- MA Electrical Inspector Cert.
- Facilities Management.
- Project Management.
- Emergency Response.
- Operations Management Programs.
- Extensive Leadership Training.
- National Electrical Code / MA Amendments.

Accomplishments

- Owner and operator of fourth generation electrical contracting business.
- Supervised, managed and maintained electrical systems in over 100,000 square feet of U.S. Coast Guard property at CG Sector Houston and several outlying CG units of various sizes.
- Designed, managed and inspected high value government electrical engineering projects.
- Coast Guard Meritorious Team Award for a major facilities environmental incident which required repairs to damaged electrical systems and devices. Installations and multiple inspections of electrical repairs were performed throughout the project.
- Coast Guard Commendation Medal for saving the Coast Guard over \$100,000 in contracting costs and for the design and installation of underground electrical services.
- Coast Guard Achievement Medal for outstanding service in electrical installs, inspections and overall commitment to military duties and local community.
- Winner of the 2016 USCG Base Boston Reserve Enlisted Person of the Year.
- Appointed assistant electrical inspector for the town of Wenham. Familiar with all town and school buildings; electrical systems, emergency systems, fire systems and permitting process.
- Assisted both Hamilton and Wenham Fire Departments with multiple emergencies as the responding inspector; fires, floods, live wires down in roads and other various emergencies.

Training

- Leadership & Management School
U.S. Coast Guard – *Houston, TX*
- Advanced Digital Electronic Technology
U.S. Coast Guard – *Yorktown, VA*
- Advanced Analog Electronic Technology
U.S. Coast Guard – *Yorktown, VA*
- Programmable Logic Controllers
U.S. Coast Guard – *Yorktown, VA*
- National Incident Management / FEMA
U.S. Coast Guard – *Gloucester, MA*
- Dept. of Homeland Sec. Records Management
U.S. Coast Guard – *Houston, TX*

Education

- Master Electrician Program, MA Electrical License/Master
The Peterson School – *Woburn, MA*
- Journeyman Electrician Program, MA Electrical License/Journeyman
The Peterson School – *Woburn, MA*
- Bachelor of Science, Quality Systems Management
The National Graduate School – *Falmouth, MA*
- High School Diploma
- Hamilton-Wenham Regional High School – *Hamilton, MA*

U.S. Department of
Homeland Security

**United States
Coast Guard**



Commandant
United States Coast Guard

Coast Guard Base Portsmouth
4000 Coast Guard Blvd
Portsmouth, VA 23703
Phone: (757) 483-8676
Email: Carlos.f.Olave@uscg.mil

1070
May 30, 2018

To the Town of Wenham,

I am writing this on behalf of Petty Officer First Class Robert J. Brown. PO Brown was under my supervision while stationed at Sector Houston-Galveston from 2009 to 2013. Petty Officer Brown was a highly valued member of our Facilities and Engineering Department. Due to PO Brown's extensive background in the electrical field he was utilized to lead large electrical projects and more importantly to inspect the electrical work of others. He was also tasked with reading blue prints and inspecting the work of civilian electrical contractors while large scale renovations were taking place on Coast Guard property.

Working with Texas electrical utilities, PO Brown designed and installed underground electrical services to provide long term temporary power to multiple large structures being utilized as office spaces as renovations of Sector Houston-Galveston took place. Ultimately, PO Brown was awarded the Coast Guard Commendation Medal for saving the Coast Guard over \$100,000.00 in contracting costs. PO Brown also repaired damaged and malfunctioning electrical equipment, systems and devices that would have impacted area unit operational readiness.

Petty Officer Brown's judgement and devotion to duty are heartily commended. His superior work ethic, dedication to organizational goals and positive attitude contribute to a pleasant and productive environment to all those around him. I would highly recommend PO Brown for the position of electrical inspector and I am certain that he will make valuable contributions to your organization and to his home town that I have heard so much about.

Sincerely,

OLAVE.CARLOS
.F.1242518540
CARLOS OLAVE
Chief Electricians Mate
U. S. Coast Guard

Digitally signed by OLAVE.CARLOS.F.1242518540
DN: cn=OLAVE.CARLOS.F.1242518540, o=U.S. Government, ou=DoD, ou=PG, email=OLAVE.CARLOS.F.1242518540@uscg.mil, c=US
Reason: I am a Person who has no money
Date: 2018.05.30 10:07:26 -0400

Denis F. Curran
32 Arbor Street, Wenham, MA 01984
Cell Phone No.: 978-833-7562
Email Address: deniscurranelectric@gmail.com

Peter Lombardi, Town Administrator
Wenham Town Hall
138 Main Street / P.O. Box 576
Wenham, MA 01984

June 1, 2018

RE: Inspector of Wiring for Wenham and Hamilton

Dear Peter,

During the course of my professional career my experiences with municipal permitting departments provided me with ideas as to how I could improve and ensure the permitting process would be easily accessible for everyone.

In the past year as the Wiring Inspector for the Town of Hamilton I believe I have made a positive impact with the permitting process and that I have displayed the qualities I believe to be important for a Wiring Inspector. I have proven that I possess the experience, the dedication, and the knowledge. I am able to enforce the Electrical Code fairly and interact with electricians and property owners with a professional and positive attitude.

I enjoy being the Wiring Inspector for the Town of Hamilton and I look forward to serving both communities.

Thank you for your consideration.

Sincerely,

Denis Curran
Master Electrician

Denis F. Curran

32 Arbor Street, Wenham, MA 01984

Cell Phone No.: 978-833-7562 - Email Address: deniscurranelectric@gmail.com

EMPLOYMENT

2017 – Present - Electrical Inspector, Town of Hamilton, MA

- Established a strong relationship as the Inspector with the Electricians and the Property Owners
- Involved with the review of the previous fee schedule and worked as a team to implement a new fee schedule
- Initiated and organized a training for the Hamilton Fire Department about fire safety and burning solar panels which was presented by a local solar installation company
- Worked closely with the Building Inspector, Fire Captain, Plumbing Inspector, and the Director of Inspectional Services and Planning, to ensure public safety
- Inspected local schools, day care facilities and restaurants/clubs for Annual Inspections
- Supported clerical staff with processing the electrical permits
- Built a solid relationship with National Grid and their employees
- Worked on an on-call basis during emergency situations and ensured I could be reached for all emergency situations
- Utilized Google Calendar for the scheduling of inspections and Google Drive for all required documents
- Relied on my professional connections to refer a qualified candidate for the position of Assistant Electrical Inspector who was hired by the Town of Hamilton
- Reviewed/Inspected 207 Electrical Permits in 2017

2003 to Present - Owner and Supervisor of Denis Curran Electric

- Supervise and train 5 Employees
- Supervise commercial and residential repairs, renovations, pool installation and repair, generator installation, heating and cooling installation, fire alarm installation, lighting installation and new construction - In general; all aspects of electrical work done well
- Supervise large-scale telecom/cell tower communication projects across New England
- Proficient using Quick Books, Microsoft Office, Outlook, Gmail and Mobile Phone

2013 - Assistant Electrical Inspector, City of Beverly MA

- A position that taught me what was required to be an Electrical Inspector and to work for a municipality

1995 - 2003 - New England Power Group, One Walnut Hill Park Woburn MA

- Senior Project Forman responsible for managing a workforce of 10 electricians and apprentices
- Supervised scheduling, purchases, permitting
- Worked closely with numerous Electrical, Building and Fire Inspectors in many different communities

1985-2003 - Interstate Electrical, 70 Treble Cove Road Billerica MA

- Apprentice Electrician and Journeyman Electrician

SKILLS/QUALIFICATIONS

- Master Electrician
- Ability to identify problematic wiring and the ability to ensure issues are properly rectified
- Ability to test all types of wiring
- Thorough understanding of the National Electric Code, the Massachusetts Electrical Code and the Massachusetts Comprehensive Fire Safety Code and keep abreast of any changes to the codes
- Understanding of M.G.L. regarding Massachusetts Laws regarding Electrical Inspectors or the ability to research a law
- Ability to review and decipher complex electrical schematics
- Ability to review and decipher building/construction plans
- Understanding/Completed Trainings for the Open Meeting Law and of the Code of Ethics
- Understanding of HUD Projects
- Understanding of Town Government
- Resident of the Town of Wenham for 30 years
- Employed as an Electrician for 28 years
- Valid Class D Motor Vehicle Operator's License

Licenses/Trainings/Local Volunteering

- Massachusetts Master License #20288
- Massachusetts Journeyman License # 33636
- New Hampshire Master License #12694M
- Maine Master License #MS60020081
- Vermont Master License # EM-05820
- Rec Committee

REFERENCES

- Upon Request



Town of Wenham

Administrator's Office
138 Main Street / PO Box 576
Wenham, MA 01984

Peter Lombardi, Town Administrator
TEL 978-468-5520 x. 2 FAX 978-468-8014

JOB POSTING

POSITION POSTING: Inspector of Wires

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to nroebug@wenhamma.gov or mailed/hand delivered to:

Wenham Town Hall
Town Administrator's Office
138 Main St / PO Box 576
Wenham, MA 01984

Submittal Deadline: Thursday, June 8, 2017 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at www.wenhamma.gov or by calling 978-468-5520 x2.

INSPECTOR OF WIRES

Status:	Part-time, stipended
Department:	Permitting/Inspectional Services
Start Date:	July 1, 2017 anticipated
Compensation:	\$1,058 monthly stipend

Job Description: The Inspector of Wires is responsible for enforcing all electrical installations throughout the town and making interim, rough, and final inspections of construction. The Inspector reviews and approves construction documents as they pertain to wiring and electrical fixtures. This position ensures that all electrical work being done in Town is in conformance with the applicable codes, thereby maintaining the safety of residents and occupants. Employee is required to perform all similar or related duties.

**Permitting Department
Electrical Inspector**

DEFINITION

Position is responsible for enforcing all electrical installations and making interim, rough, and final inspections of construction. The Inspector reviews and approves construction documents as they pertain to wiring and electrical fixtures. This position ensures that all electrical work being done is in conformance with the applicable codes, thereby maintaining the safety of residents and occupants.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Examines plans and specifications with applications for permitting commercial and/or large scale electrical installations. Reviews and approves construction documents for compliance with state and local codes.
- Responds to calls or complaints regarding defective, inadequate, or illegal wiring.
- Performs interim, rough, and finish inspections as required, ensures all permits are closed.
- Reports all violations of electrical installations and directs and inspects all corrections.
- Verifies that electricians are licensed and qualified in accordance with state law.
- Responds to emergency calls 24 hours/ 7 days a week from the Fire Department.
- National Grid, emergency dispatch and/or other emergency responders such as utilities, Building Inspector, and/or Board of Health.
- Provides court testimony and support documentation as required by the State Board of Examiners.
- Prepares daily reports and maintains records of inspections and activities.
- Meets with architects, engineers, contractors and developers to review and comment on electrical plans for remodeling and/or new construction projects.
- Attends mandatory continuing education courses/seminars in order to maintain required certifications and knowledge of changes in the state code.
- Provides weekly office hours for residents and contractors with requests or questions and to complete any necessary paperwork.
- Assists Fire Department/Marshall in determining the cause of fires disconnects power or isolates power as needed to extinguish fires.
- Performs other relevant duties as assigned.

SUPERVISION RECEIVED

Under the general direction of the Building Commissioner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

ACCOUNTABILITY

Consequences of errors or poor judgment may include missed deadlines, delay or loss of service monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or poor internal or external customer service.

JUDGMENT

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation, or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

Must have a Bachelor's degree or master craftsman level of trade knowledge; ten (10) years of electrical trade experience; or an equivalent combination of education and experience. Prior municipal inspectional experience preferred.

SPECIAL REQUIREMENTS

A candidate for this position is required to have a valid Class D Motor vehicle operator's license; Massachusetts Journeyman and Master Electrician's License.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Must have working knowledge of electrical work techniques and equipment, state and national codes related to electrical service. Knowledge of technology including office software and the Internet/e-mail in support of department operations. Knowledge to utilize mobile phone technology as well as mobile phone applications that support and connect to permitting software.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, read and interpret plans and blueprints, deal with irate customers, and maintain confidential information. Must be able to access the Internet to obtain information in support of department operations. Ability to read, interpret, and enforce rules, and codes in an impartial manner.

Skills: Proficient written and oral communication skills. Proficient customer service skills. Proficient skill at conducting inspections, making observations, and recording information in a detailed, impartial manner.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours on a 24/7 basis in response to natural or man-made emergencies.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to stand or walk for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be need to stretch and reach to

retrieve materials.

Motor Skills

Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding, high and low voltage meter reading equipment, moving objects or operating a motor vehicle.

Visual Skills

Position requires routine reading of documents, measuring instrumentation, computer screens, and reports for understanding. The employee is required on a regular basis to determine differences in colors.

BOARD OF SELECTMEN MEETING

August 21, 2018

NEW BUSINESS

C.

Appointments

(10 Minutes)

- Building Inspector: Brian Leathe
 - Draft Motion
- Inspector of Wires: Robert J. Brown or Denis Curran
 - Draft Motion through September 11, 2018
 - Draft Motion through June 30, 2019
- Assistant Inspector of Wires: Robert J. Brown or Denis Curran
 - Draft Motion through September 11, 2018
 - Draft Motion through June 30, 2019
- Plumbing/Gas Inspector: Kevin Dash
 - Draft Motion
 - Plumbing & Gas Inspector Job Description
 - Plumbing & Gas Inspector Job Posting
- Assistant Plumbing/Gas Inspector: David Paireen
 - Draft Motion

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Building Inspector Appointment

- Vote: I move the Board of Selectmen jointly appoint Brian M. Leathe as Building Inspector for a term expiring June 30, 2019.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Inspector of Wires Appointment

- Vote: I move the Board of Selectmen jointly appoint Robert J. Brown, Jr. as Inspector of Wires for a term expiring September 11, 2018.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Inspector of Wires Appointment

- Vote: I move the Board of Selectmen jointly appoint
_____ as Inspector of Wires for a term expiring
June 30, 2019.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Assistant Inspector of Wires
Appointment

- Vote: I move the Board of Selectmen jointly appoint Denis F. Curran as Assistant Inspector of Wires for a term expiring September 11, 2018.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Assistant Inspector of Wires
Appointment

- Vote: I move the Board of Selectmen jointly appoint
_____ as Assistant Inspector of Wires for a
term expiring June 30, 2019.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Plumbing & Gas Inspector Appointment

- Vote: I move the Board of Selectmen jointly appoint Kevin Dash as Plumbing & Gas Inspector for a term expiring June 30, 2019.

Seconded / Discussion/ Vote

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Assistant Plumbing & Gas Inspector Appointment

- Vote: I move the Board of Selectmen jointly appoint David Pareen as Assistant Plumbing & Gas Inspector for a term expiring June 30, 2019.

Seconded / Discussion/ Vote

Kevin Dash
28 Roderick Avenue
Beverly, MA 01915

Peter Lombardi, Town Administrator
Wenham Town Hall
138 Main Street / P.O. Box 576
Wenham, MA 01984

June 1, 2018

Dear Peter,

I read the posting for a new Plumbing and Gas Fitting Inspector for the Town of Wenham and the Town of Hamilton with interest.

My high level of knowledge and experience aligns well with the qualifications you are seeking. I have sixteen years' experience as the Plumbing and Gas Fitting Inspector for the Town of Wenham, two years' experience as the Plumbing and Gas Fitting Inspector for the Town of Hamilton, and thirty-two years' experience derived from working in the field of Plumbing, Gas fitting, and Heating, Ventilation, and Air Conditioning.

If you were to consider me for the position I would continue to bring my high standards of professionalism and customer service as the Inspector of Plumbing and Gas Fitting for both Wenham and Hamilton.

Thank you for your consideration.

Sincerely,

Kevin Dash
Master Plumber

KEVIN DASH

28 Roderick Avenue, Beverly, MA 01915

Telephone Number: 978-423-2061- Email Address: kevindash65@yahoo.com

EMPLOYMENT & RESPONSIBILITIES

2002 – Present – Plumbing & Gas Inspector, Wenham, MA

2016 – Present – Plumbing & Gas Inspector, Hamilton MA

- Responsible to examine plans and specifications for permitting commercial and residential plumbing and gas installations, food establishment applications and plans
- Review and approve construction documents to ensure the proposed work would be compliant with the State and Local Codes
- Schedule and Perform Inspections
- Maintain a record of all Inspections
- Report code violations and ensure they are addressed
- Available on an on-call basis during emergency situations
- Work with National Grid, the Fire Department the Building Inspector, and the Board of Health when necessary
- Work closely with support staff to ensure all Plumbing & Gas Fitting Applications are completed properly
- Ensure the Plumbers working in both towns are properly licensed
- Review Town Bylaws when/if necessary
- Attend mandatory continuing education courses
- Understanding/Completed Training for the Code of Ethics
- Understanding of Town Government
- Valid Class D Motor Vehicle Operator's License
- Possess a strong understanding of the Uniform Plumbing Code, the Massachusetts Fuel, Gas and Plumbing Code and keep informed of any changes to the codes
- Rely on my knowledge and my professionalism to ensure work is done properly
- Inspect the installation and inspection of plumbing systems to promote the public's health, safety and welfare

June 2013 - Present – Store Manager Salem Plumbing Supply & Designer Bath, Gloucester MA

- Supervise Employees
- Design heating systems which provide a high level of customer satisfaction
- Control the Inventory
- Work closely with local, licensed plumbers
- Provide insight and correct information to customers and employees

February 2007- June 2013 – Radius Health Care, Danvers MA

- Director of Environmental Services: Responsible to ensure all was compliant with OSHA regulations and other State and Federal Regulatory Agencies
- Maintained an annual budget

2002 – 2008 – Owner of Dash Plumbing and Heating, Beverly MA

- Owned a successful company

August 1986 – November 1998 – Beverly Hospital, Beverly MA

- HVAC Mechanic: maintained hospital heating and air-conditioning units

LICENSES

- Master License – Plumbing & Gas Fitting - #13133
- Journeyman License – Plumbing & Gas Fitting - #25434
- Journeyman Sprinkler License - #000640
- Journeyman Sheet Metal License - #10089

EDUCATION

- The Peterson School Graduate – 1989 – Major: Steam Engineering

REFERENCES

- Upon Request

Nicole Roebuck

From: David Pereen <dpereen@gmail.com>
Sent: Sunday, June 17, 2018 9:46 PM
To: Nicole Roebuck
Subject: Assistant Plumbing and Gas Inspector

Nicci -

Sadly my computer was not cooperating this evening so I was not able to attach my resume. I am going to outline previous/current employment below:

Current Employment:

Owner Pereen Plumbing & Heating
Essex, MA
Master Plumber Lic # M15153

Current Employment:

Assistant Plumbing & Gas Inspector for the following Towns: (Massachusetts Certified Plumbing & Gas Inspector, Ma. Lic #372)
Hamilton
Wenham
Essex
Manchester

Current Employment:

Town of Essex, Essex Fire Department, Lieutenant (27 years on department)

Previous Employment:

Hamilton/Wenham Facilities Manager
Town of Essex, Waste Water Technician and Water treatment plant operator

Education and References available upon request

Thank You,
David Pereen
978-836-8632



Town of Wenham

Administrator's Office
138 Main Street
Wenham, MA 01984

Peter Lombardi, Town Administrator
TEL 978-468-5520 x. 2 FAX 978-468-8014

JOB POSTING

POSITION POSTING: Plumbing & Gas Inspector

APPLICATION PROCESS:

All interested applicants are required to submit a resume and letter of interest the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to nroe buck@wenhamma.gov or mailed/hand delivered to:

Wenham Town Hall
Town Administrator's Office
138 Main St
Wenham, MA 01984

Submittal Deadline: Monday, June 18, 2018 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at www.wenhamma.gov or by calling 978-468-5520 x2.

PLUMBING & GAS INSPECTOR

Status: Permanent / Full-time (8.5 Hrs./Wk.)
Department: Permitting
Compensation: Starting rate of \$24.00/ Hr.
Requirements: Bachelor's degree or master craftsman level of trade knowledge; ten (10) years of electrical trade experience; or an equivalent combination of education and experience. Prior municipal inspectional experience preferred. Must have Massachusetts Journeyman and Master Plumber's License.

Job Description: Position is responsible for enforcing all plumbing and gas installations and making interim, rough, and final inspections of construction. The Inspector reviews and approves construction documents as they pertain to plumbing and gas fixtures. This position ensures that all plumbing and gas work being done is in conformance with the applicable codes, thereby maintaining the safety of residents and occupants.

**Permitting Department
Plumbing & Gas Inspector**

DEFINITION

Position is responsible for enforcing all plumbing and gas installations and making interim, rough, and final inspections of construction. The Inspector reviews and approves construction documents as they pertain to plumbing and gas fixtures. This position ensures that all plumbing and gas work being done is in conformance with the applicable codes, thereby maintaining the safety of residents and occupants.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Examines plans and specifications with applications for permitting commercial and/or large scale plumbing and gas installations. Reviews and approves construction documents for compliance with state and local codes.
- Responds to calls or complaints regarding defective, inadequate, or illegal wiring.
- Performs interim, rough, and finish inspections as required, ensures all permits are closed.
- Reports all violations of plumbing and gas installations and directs and inspects all corrections.
- Verifies that plumbers and/or gasfitters are licensed and qualified in accordance with state law.
- Responds to emergency calls 24 hours/ 7 days a week from the Fire Department.
- National Grid, emergency dispatch, and/or other emergency responders such as utilities, Building Inspector, and/or Board of Health.
- Provides court testimony and support documentation as required by the State Board of Examiners.
- Prepares daily reports and maintains records of inspections and activities.
- Meets with architects, engineers, contractors and developers to review and comment on plumbing and gas plans or specifications for remodeling and/or new construction projects.
- Attends mandatory continuing education courses/seminars in order to maintain required certifications and knowledge of changes in the state code.
- Provides weekly office hours for residents and contractors with requests or questions and to complete any necessary paperwork.
- Assists Assistant Health Agent by reviewing food establishment applications and plans, as needed.

- Performs other relevant duties as assigned.

SUPERVISION RECEIVED

Under the general direction of the Building Inspector, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

ACCOUNTABILITY

Consequences of errors or poor judgment may include missed deadlines, delay or loss of service monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or poor internal or external customer service.

JUDGMENT

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation, or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

Must have a Bachelor's degree or master craftsman level of trade knowledge; ten (10) years of plumbing and gas trade experience; or an equivalent combination of education and experience. Prior municipal inspectional experience preferred.

SPECIAL REQUIREMENTS

A candidate for this position is required to have a valid Class D Motor vehicle operator's license; Massachusetts Journeyman and Master Plumber's License.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Must have working knowledge of electrical work techniques and equipment, state and national codes related to electrical service. Knowledge of technology including office software and the Internet/e-mail in support of department operations. Knowledge to utilize mobile phone technology as well as mobile phone applications that support and connect to permitting software.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, read and interpret plans and blueprints, deal with irate customers, and maintain confidential information. Must be able to access the Internet to obtain information in support of department operations. Ability to read, interpret, and enforce rules, and codes in an impartial manner.

Skills: Proficient written and oral communication skills. Proficient customer service skills. Proficient skill at conducting inspections, making observations, and recording information in a detailed, impartial manner.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours on a 24/7 basis in response to natural or man-made emergencies.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to stand or walk for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be need to stretch and reach to retrieve materials.

Motor Skills

Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, keyboarding, high and low voltage meter reading equipment, moving objects or operating a motor vehicle.

Visual Skills

Position requires routine reading of documents, measuring instrumentation, computer screens, and reports for understanding. The employee is required on a regular basis to determine differences in colors.

BOARD OF SELECTMEN MEETING

August 21, 2018

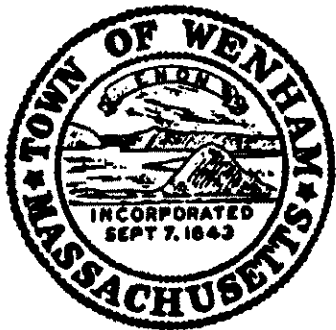
NEW BUSINESS

D.

Finance Director Finalist Interview

(35 Minutes)

- Memo regarding Finance Director Update from Peter Lombardi, Town Administrator, August 17, 2018
- Finance Director Finalist: Patricia A. Moore
 - Patricia A. Moore Cover Letter & Resume
 - Finance Director Job Description
 - Finance Director Job Posting
- By-Laws of the Town of Wenham, Chapter IVL: Financial Affairs



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, Town Administrator
RE: Finance Director Update
DATE: August 17, 2018

Leslie Davidson's last day in Wenham was August 3. Monica Ford has been filling in as Treasurer/Collector on a part-time, interim basis while we work to permanently fill the position.

After reposting the Finance Director / Treasurer/Collector position in late June, we received resumes from a number of experienced applicants. After reviewing the candidate pool, we decided to invite three individuals in to interview with the Town Accountant, Finance and Advisory Committee Chair, and myself. After completing interviews in early August, we unanimously agreed to submit two finalists for your consideration. We felt that both were very qualified but would bring different strengths to the position. Since then, one of those candidates received a promotion and salary increase from their current employer when they informed them that they were a finalist for this position and so has subsequently withdrawn from consideration.

However, we believe that the one remaining candidate is worthy of your consideration. After transitioning to municipal finance several years ago, Patty Moore has held finance positions in Lexington and Kittery, and was highly involved in the budget building and financial management processes in both places. She was also on the Lynnfield Finance and Advisory Committee for 10 years, 5 of them as Chair. It is important to note that Lynnfield has an almost identical form of government - 3 member BOS, TA, Open Town Meeting. In addition, she held the same CAO role in the Mayor's Office in Newburyport that I did before coming to Wenham.

If hired, Patty would likely require some initial assistance in taking on the primary Treasurer/Collector duties based on her experience in that area to date. Depending on your feedback from next week's interview, I am prepared to provide the Board with more information about consulting services that may be available to help with that transition.

Patricia A. Moore
67 Curzon Mill Road
Newburyport, MA 01950
mpmoore1@mac.com
(978) 239-9447

July 5, 2018

Mr. Peter Lombardi
Town Administrator
Town of Wenham
138 Main Street
Wenham, MA 01984

Dear Peter:

It was a pleasure speaking with you and learning more about the open Finance Director position in Wenham. I appreciate the time you took to provide some background and discuss your objectives for the Finance Department.

As we discussed, I am considering a move back to the Massachusetts municipal environment and am intrigued by the opportunity in Wenham. While my current position is challenging and the work environment is supportive, Maine does not provide the opportunities for professional development and lacks the structure of Massachusetts. Additionally, as I mentioned when we spoke, I would like to return to a more traditional work schedule.

My current responsibilities as Finance Director in Kittery include all functions of financial management. I manage a team of four which includes two Accountants, a Deputy Treasurer (in Maine, the Town Manager serves as the "official" Treasurer), and a Human Resource Generalist. Together we handle all tax and sewer billings and collections, weekly accounts payable and payroll and all functions associated with the HR process. During my first year in Kittery I uncovered a growing structural deficit in the Sewer Enterprise Fund and worked with a consultant and the Town Manager to obtain support and approval for the first rate increase in almost a decade. This increase was critical to address the growing deficit and protect taxpayers from assuming the financial burden of an underperforming sewer operation.

I believe the experience I have from Kittery and other municipal positions in Newburyport (I know you know about that job) and Lexington would translate well in Wenham. I also have the unique perspective of having served on the Lynnfield Finance Committee for a decade and was Chairperson for half that time. The government structure in Lynnfield is identical to Wenham and is one that I enjoy.

I look forward to continuing the discussion with you and your interview team and learning more about the town to determine if I might be a good fit for Wenham. If you have any questions prior to our meeting, feel free to contact me.

Sincerely,
Patricia (Patty) Moore

Patricia Moore



67 Curzon Mill Road • Newburyport, MA 01950 • Phone: (978) 239-9447 • E-Mail: mpmoore1@mac.com

Profile

Extensive experience, in both the public and private sectors, with budgeting, developing financial controls and executing long range financial modeling for organizations with annual budgets of \$50m to \$200m. Skilled at managing the process across departments lines, advising on forecasting and best practices. Proficient in both a PC and Mac environment with advanced knowledge of Microsoft Excel and PowerPoint, Quickbooks and Microsoft Word.

Professional Experience

Finance Director – Town of Kittery, Maine

2017-Present

- Direct and coordinate all financial activities of the town including accounts payable, payroll, treasury and collections.
- Manage the investment of town funds to ensure maximum return with minimal risk.
- Senior advisor to the Town Manager regarding the daily operational and financial management of the town.
- Participate in negotiations with the unions and develop models to determine the cost of various negotiation scenarios.
- Develop financial studies and plans to monitor operations and provide monthly forecasts to review operations and identify areas that warrant more detailed focus.
- Responsible for the annual operating and capital budget preparation.
- Responsible for the year end audit process and preparation.
- Oversee the Human Resources function for the town.

Chief Administrative Officer – City of Newburyport, Massachusetts

2016-2017

- Facilitated the operations of the city in accordance with City Ordinances, City Charter and all state and federal laws.
- Served as liaison between the mayor and department heads and worked to resolve issues requiring the Mayor's attention.
- Served as Mayor's representative at all City Council meetings and worked with City Councilors to advance the Mayor's agenda.
- Performed financial and operational analysis for Mayor and City Council as requested.
- Developed annual operating and capital budgets in concert with the Finance Director.
- Served as Mayor's representative in all union negotiations, developing financial plans throughout proceedings.
- Responded to inquiries and addressed any issues raised by residents.
- Represented the Mayor by serving on various boards and commissions.
- Served as Chief Procurement Officer for the city and successfully completed the initial courses for Massachusetts Public Purchasing Professional Officer (MCPPO) certification through the Massachusetts Inspector General's office.

Budget Officer – Town of Lexington, Massachusetts

2015-2016

- Coordinated and managed the annual budget development process for the Capital and Operating budgets totaling in excess of \$200 million.
- Developed and maintained systems used for budget development including templates and submission forms.
- Monitored and analyzed annual budgets throughout the fiscal year working with Senior Management and staff to identify and address areas of concern.
- Responded to financial inquiries from staff, management, committee members and residents.
- Developed models used to calculate the effect of collective bargaining scenarios and costed out multi-year contract settlements.
- Worked with Finance Director and Town Manager in the preparation of Power Point presentations for Budget Summit Meetings held throughout the budget cycle.
- Provided analytical support for the development and review of programs and policies affecting the budget.
- Prepared regular and ad hoc reports for senior management, program administrators and boards and committees.

Patricia Moore



Business Manager/Accountant – Voidspan Technologies, Salem, Massachusetts

2011-2014

- Responsible for all accounting functions and financial analysis for small start-up company including customizing Quickbooks application to properly model costs and track revenue for complex industrial products.
- Created inventory costing model for proprietary product, managing multiple location inventory production and valuation.
- Managed the logistics of delivery of raw materials to production site and finished product to customers.
- Processed all accounts payable and account receivable items and performed monthly bank.

Chairperson, Town of Lynnfield Finance Committee – Lynnfield, Massachusetts

1997-2008

- Worked with Town Administrator to develop annual town budget.
- Designed and published Annual Town Warrant book.
- Served as Chairperson of the committee for 5 years and was responsible for addressing questions to the committee at Town Meeting or during Public Hearings.
- As Chairperson, worked with Town Administrator and Selectmen to get re-zoning approved for major commercial and retail development, Marked Street, Lynnfield. Hosted and mediated community meetings with developer to address citizen concerns.

Business Manager – Houghton Mifflin Company, Boston, Massachusetts

1991-1993

- Reported directly to the President and Chief Information Officer and worked directly with division heads in coordinating the budget plans for the elementary and college textbook divisions, the retail trade group, and the information technology publishing group.
- Prepared and managed large budgets including corporate technology, corporate distribution, and executive offices for the company totaling over \$45 million in annual operating expenses. These divisions encompassed geographic regions across the United States.
- Developed and implemented several processes aimed at allocating corporate overhead to the various operating divisions.

Senior Financial Analyst – Houghton Mifflin Company, Boston Massachusetts

1989-1991

- Reported to the Director of Corporate Finance. Responsible for the coordination of annual budgets and long-range plans for all operating divisions.
- Prepared monthly and annual forecasts of operations in order to identify areas of spending concerns and presented these results to management.

Regional Budget Manager – Bank of New England, Boston, Massachusetts

1988-1989

- Developed the annual budget preparation book distributed to division heads to aid in the annual budget development.
- Directed annual budget “kick-off” meeting and presented goals and expectations to bank executive officers.
- Managed budget process and provided consolidated materials to senior management. Monitored spending to budget throughout the year.

Accountant – Wang Laboratories, Lowell, Massachusetts

1987-1988

- Responsible for all aspects of corporate accounting including the preparation of monthly accounting reports for management.

Education

Boston College - Wallace E. Carroll Graduate School of Management, Chestnut Hill, Massachusetts

Master of Business Administration

Providence College, Providence, RI

Bachelor of Science in Business Administration

Magna Cum Laude



Town of Wenham

Administrator's Office
138 Main Street
Wenham, MA 01984

Peter Lombardi, Town Administrator
TEL 978-468-5520 x. 2 FAX 978-468-8014

JOB POSTING

POSITION POSTING: Finance Director / Treasurer Collector

APPLICATION PROCESS:

All interested applicants are required to submit a resume, letter of interest, and three professional references to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to nroe buck@wenhamma.gov or mailed/hand delivered to:

Wenham Town Hall
Town Administrator's Office
138 Main St
Wenham, MA 01984

Submittal Deadline: Monday, July 9, 2018 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at www.wenhamma.gov or by calling 978-468-5520 x2.

FINANCE DIRECTOR / TREASURER COLLECTOR

Status: Permanent / Full-time (40 Hrs./Wk.)
Department: Finance
Compensation: Starting salary from \$76,500 to \$95,600
Requirements: Master's degree in accounting, finance, public administration, business or similar field of study and five to seven years of experience in a related field or any equivalent combination of education and experience. Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and applicable Massachusetts General Laws regarding finance, insurance and procurement required. Experience with SoftRight or other mainframe-based public financial software system preferred.

Job Description: Position is responsible for the management of all Town cash, issuance and payment of debt, and the Town's health insurance policies; serves as custodian of all stabilization and trust funds, as well as all investments; is responsible for the billing and collection of Real Estate Tax, Personal Property Tax, Motor Vehicle Excise Tax and

Water Utilities; as part of the collection process, initiates Tax Liens, petitions to foreclose in Land Court, and acts as custodian of foreclosed property. The Finance Director / Treasurer Collector serves as the Chief Financial Officer for the Town and, in this capacity, is responsible for supervising the annual budget development process and overall operations of the Finance Department, including the Town Accountant, and performing all related duties and assignments to properly address the financial affairs of the municipality.

Finance
Finance Director / Treasurer Collector

DEFINITION

Position is responsible for the management of all Town cash, issuance and payment of debt, and the Town's health insurance policies; serves as custodian of all stabilization and trust funds, as well as all investments; is responsible for the billing and collection of Real Estate Tax, Personal Property Tax, Motor Vehicle Excise Tax and Water Utilities; as part of the collection process, initiates Tax Liens, petitions to foreclose in Land Court, and acts as custodian of foreclosed property. The Finance Director / Treasurer Collector serves as the Chief Financial Officer for the Town and, in this capacity, is responsible for supervising the annual budget development process and overall operations of the Finance Department, including the Town Accountant, and performing all related duties and assignments to properly address the financial affairs of the municipality.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Planning, organizing, directing, staffing and coordinating the operations of the Finance Department, including the Town Accountant and Treasurer/Collector functions; providing oversight for all statutory and non-statutory responsibilities of these positions.
- Providing timely and accurate financial information, and ensuring the accuracy and the integrity of the financial data by instituting proper internal controls.
- Providing the Board of Selectmen, Town Administrator, Finance and Advisory Committee, other committees, and Department Heads with timely and reliable reports regarding the Town's financial status and budgetary performance.
- Coordinating all financial reporting and planning in association with annual and special town meetings in conjunction with and under the guidance of the Board of Selectmen and Town Administrator.
- Responding orally or in writing on the activities, functions, and findings of the Finance Department to the Board of Selectmen and Town Administrator when requested or required.
- Providing recommendations to the Board of Selectmen, Town Administrator and the Finance Committee on matters having a significant and material financial impact on the Town and its financial position.
- Coordinating the Town-wide Annual Operating Budget and Capital Planning process in conjunction with the Town Administrator; analyzing and making recommendations to the Town Administrator on the Annual Operating Budget and Capital Plan departmental requests, including long range financial forecasting and planning.

- Organizing and developing the ongoing maintenance of the Town's multi-year financial plan, including applicable debt schedules. Providing financial analysis to ensure clear, succinct, and accurate data to support the Town's multi-year financial plan.
- Overseeing the Town's cash management.
- Coding, receiving, and reconciling daily cash.
- Serving as custodian of all stabilization and trust funds, as well as all investments.
- Handles the billing of real estate personal property and motor vehicles.
- Supervising the collection of real estate, personal property, motor vehicle excise, and water bills.
- As part of the collection process, initiating Tax Liens, petitions to foreclose in Land Court, and acts as custodian of foreclosed property.
- Responsible for department's computerized payroll and all bi-weekly quarterly and yearly filings and reports.
- Reconciling monthly cash and receivables with Town Accountant.
- Handling all benefits for Town employees.
- Handles all aspects of tax taking proceedings.

SUPERVISION RECEIVED

Under the administrative direction of the Town Administrator, the Finance Director / Treasurer Collector works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The Finance Director / Town Accountant exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The Finance Director / Treasurer Collector is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The Finance Director / Treasurer Collector typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists in overseeing

the personnel function related to employee benefits and onboarding.

ACCOUNTABILITY

Duties include primary responsibility for a major functional section of the organization for technical processes, service delivery, and contribution to organizational plans and objectives and fiscal responsibility for the department. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions. Poor judgment could have a continuing adverse effect.

JUDGMENT

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the district.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Incumbent has regular access at the departmental level to a wide variety of confidential information, including personnel records, lawsuits and client records.

EDUCATION AND EXPERIENCE

Master's degree in accounting, finance, public administration, business or similar field of study and five to seven years of experience in a related field or any equivalent combination of

education and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of public accounting and auditing principles, practices and procedures. Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and applicable Massachusetts General Laws, regarding finance, insurance and procurement. Knowledge of methods and techniques of municipal transactions and financial activity including revenue analysis/interpretation, as well as financial planning, forecasting and auditing. Working knowledge of the principles and practices of municipal budget preparation and administration and related accounting and reporting systems. Experience with SoftRight or other mainframe-based public financial software system is a plus.

Ability: Ability to supervise and train personnel. Ability to meet and deal with the public effectively and appropriately. Ability to handle problems and emergencies effectively. Ability to communicate clearly, orally and in writing. Ability to operate a computer. Ability to maintain confidential information. Ability to maintain, manage, and organize records. Ability to deal appropriately with Town employees, Town officials, and disgruntled members of the public. Ability to communicate clearly and persuasively orally and in writing.

Skill: Excellent organizational skills. Excellent data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications, and internet applications. Excellent research and problem solving skills.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting. Incumbent may be required to work beyond normal business hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not

limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

By-Laws of the Town of Wenham

or appointed town officer or employee shall be eligible to serve on said Committee.
(Amended BY ATM vote 4/11/2015 Article 17)

SECTION 2

The Finance and Advisory Committee shall be chosen by an appointing committee consisting of the Moderator, the Chairman of the Board of Selectmen, and the Chairman of the Finance and Advisory Committee as provided in Section 3.

On July 1 of each fiscal year, such appointing committee or a majority of them, shall appoint **one or two** members of the Finance and Advisory Committee for terms expiring on June 30 of the third succeeding fiscal year as may be needed to bring the total number of members to five. Any member who is appointed and serves for a second consecutive full three-year term shall be ineligible for reappointment until after the next succeeding annual town meeting. (Amended 5/2/98)

Whenever a vacancy occurs in the membership of the Finance and Advisory Committee, such vacancy shall be filled by the appointing committee for the balance of the unexpired term. If any member of the Finance and Advisory Committee becomes an elected or appointed town officer or employee, or is absent from five successive meetings, except in case of illness, his position shall be deemed to be vacant.

(Amended BY ATM vote 4/11/2015 Article 17, Approved by the Attorney General 8/18/2015)

SECTION 3

The Finance and Advisory Committee shall meet for the purpose of organization as soon as possible after the annual appointment of its new members, and shall elect from its membership a chairman and a secretary who shall hold office until their successors are elected. Thereafter they shall meet from time to time at the call of the chairman or any two members thereof. Said Committee shall cause to be kept a true record of its proceedings. The chairman shall be a member of the appointing committee during his term of office as chairman and thereafter until a succeeding chairman is elected. (As amended 5/2/98)

SECTION 4

The Finance and Advisory Committee shall consider all articles and warrants for town meetings involving an appropriation or expenditure of money or the disposition of any property of the town. The Committee shall hold prior to each annual town meeting one or more meetings at which the Selectmen and other invited officers, boards and committees of the town shall be present to consider the items which make up the annual budget and any other municipal matters. In discharge of its duty, said Committee shall have free access to all books of record and accounts, bills and vouchers on which money has been or may be paid from the town treasury. Officers, boards and committees of the town shall furnish said Committee upon request with facts, figures and any other information pertaining to their several activities.

The recommendations of the Committee on the articles in the warrant for the annual town meeting shall be printed in the annual town report, which shall be distributed, if possible, one week before the date of said meeting.

(The failure, for any reason, of the Committee to make such recommendations shall not affect the legality of any action taken at any meeting.) (As amended 3/7/59)

CHAPTER IV FINANCIAL AFFAIRS

SECTION 1

There shall be an annual audit of the town's accounts under the supervision of the Director of Accounts of the

By-Laws of the Town of Wenham

Department of Corporations and Taxation in accordance with the provisions of Section 35, Chapter 44, General Laws.

SECTION 2

The Collector of Taxes shall collect, under the title of "Town Collector," all accounts due the town, in accordance with the provisions of Section 38A, Chapter 41, General Laws.

SECTION 3

All town officers shall pay all fees received by them by virtue of their office into the town treasury, including, without limiting the generality of the foregoing, all fees received by the Town Clerk for sporting and trapping licenses as agent for the Massachusetts Department of Fisheries and Game, and all fees for issuing dog licenses as agent for the County of Essex. (As amended 3/17/62)

SECTION 4

Any board or officer in charge of a department of the town may, with the approval of the Board of Selectmen, sell any town property which is within the possession or control of the department, and which has become obsolete or is not required for further use by the department, or trade the same in part payment for replacements for which funds have been provided. (As amended 3/20/71)

SECTION 5

No contract in the amount of Ten Thousand Dollars (\$10,000) or more with a contractor employing six or more persons shall be entered into by the town directly or through any agency of the town unless the contractor certifies in writing to the Town that the contractor is in compliance with Chapter 151B of the General Laws, and sets forth affirmative action which the contractor provides for equal opportunities for all qualified persons without regard to age, sex, race, color, religion, or national origin. (Amended 3/20/71)

SECTION 6

The Selectmen shall appoint a Finance Director to serve as the chief financial officer of the Town, and to determine the duties and authority of the Finance Director, including cash management, borrowing, budget annual budget development, accounting policies and procedures for all town departments and officers. The positions of Treasurer, Collector, and Accountant shall report to the Finance Director, who may also serve as either the Treasurer or Accountant with the approval of the Selectmen.

(Amended BY ATM vote 4/11/2015 Article 15 Approved by the Attorney General 8/18/2015)

CHAPTER V CERTAIN ACTS PROHIBITED

SECTION 1

No persons shall remain assembled on any sidewalk in front of any church, dwelling house, or other building so as to obstruct passage along the same, or to impede or annoy other persons.

SECTION 2

No person shall be a collector of, or a dealer in, junk, old metals or secondhand articles, or a keeper of a shop for the purchase, sale or barter of junk, old metals or secondhand articles unless licensed therefor by the Selectmen.

BOARD OF SELECTMEN MEETING

August 21, 2018

NEW BUSINESS

E.

Public Shade Tree Removal Update

(15 minutes)

- Memo regarding Public Shade Tree Removal Update from Peter Lombardi, Town Administrator, August 16, 2018
- FY19 Tree Removal – Proposed List
- Tree Inventory and Management Plan – 2018, Barlett Tree Experts, February 2018
- M.G.L, Chapter 87, Section 1: Public Shade Trees; Definition
- M.G.L, Chapter 87, Section 2: Powers of Tree Wardens
- M.G.L, Chapter 87, Section 3: Cutting of Public Shade Trees; Public Hearing; Damages to Fee Owner
- M.G.L, Chapter 87, Section 4: Cutting Down or Removing Public Shade Trees; Approval of Selectmen or Mayor
- M.G.L, Chapter 87, Section 5: Cutting Down, Trimming or Removing Bushes and Small Trees
- M.G.L, Chapter 87, Section 7: Planting of Shade Trees
- M.G.L, Chapter 87, Section 8: Trees on State Highways
- M.G.L, Chapter 87, Section 14: Performance of Maintenance and Tree Removal Work by Utility; Submission and Approval of Vegetation Management and Hazard Tree Removal Plans; Submission of Utility Tree Maintenance Standards and Specifications
- M.G.L, Chapter 40, Section 15C: Scenic Road Designations; Improvements; Fines



Town of Wenham

Selectmen / Town Administrator

TEL 978-468-5520

FAX 978-468-8014

MEMORANDUM

TO: Board of Selectmen
FROM: Peter Lombardi, Town Administrator
CC: Bill Tyack, DPW Director; Win Mulry, Tree Warden
RE: Public Shade Tree Removal Update
DATE: August 16, 2018

Following up on the findings of the Tree Inventory and Management Plan completed this past spring, the Finance and Advisory Committee approved a Reserve Fund Transfer in the amount of \$25,000 in June to supplement the FY19 Tree Warden Expense line of \$25,800. This funding was intended to provide \$14k for additional tree removals, \$10k for tree plantings, and \$1k for project management services provided by the Tree Warden related to this supplemental work.

As a reminder, the Tree Inventory and Management Plan from Bartlett Tree Experts evaluated the approximately 300 street trees on our main roads - Walnut, Larch, Grapevine, Dodges, Arbor, Monument, Cherry, Maple, and Topsfield - and recommended that all of the trees either be pruned (55%) or be removed (45%) based on their current condition. A copy of the Executive Summary of their report is attached for your reference.

Earlier this summer, our Tree Warden and DPW Director assembled the attached list of approximately 60 proposed public shade tree removals based on resident complaints, recommendations from the report, and their own professional opinions. These removals are grouped into three categories: those located on public ways, on scenic roads, and on public property. Depending on the location of a particular tree, the Town is obligated to solicit varying levels of public input prior to removal.

Proposed tree removals on public ways or on Town property are subject to the public notice and hearing requirements of MGL Chapter 87 Section 3. However, if a tree is deemed to endanger persons travelling on a public way (so-called hazard trees) then it is exempt from the statutory notice and hearing requirements. All of the trees proposed for removal which are located on public ways not designated as scenic roads have been deemed to be hazards by the Tree Warden. For the three trees located on public property that are not considered hazards to public ways, a public hearing will be held by the Tree Warden at Town Hall on Thursday August 23 at 6:30PM. These trees include one birch tree on the Town Hall lawn as well as one crabapple tree and one pine tree at Pingree Park adjacent to the location of the new Community Garden being installed by the Hamilton-Wenham Garden Club.

Public notice for these proposed removals has been posted on the Town bulletin board, Town website, on the trees themselves, and in the local paper.

A joint hearing with the Planning Board and Tree Warden must be held prior to removal of any trees on scenic roads per MGL Chapter 40, Section 15C, with public notice of such similarly being posted on the Town bulletin board, Town website, on the trees, and in the local paper. Approximately 40 such trees on the following scenic roads are proposed to be removed: Cedar Street, Walnut Road, Grapevine Road, Dodges Row, Larch Row, and Cherry Street. That hearing is scheduled to take place in Town Hall on Thursday September 6 at 7:30PM.

It is important to note that anyone who objects to the removal of a tree must make their objection in writing at or before the public hearings. If a written objection is received, the Board of Selectmen shall determine whether or not such removal shall proceed. We have posted a summary of this information to the homepage of the Town website and referenced such in our public hearing notices.

In addition to the public shade trees that the Town is proposing to remove, National Grid also removes many such trees in a given year. Per town counsel, National Grid is required to adhere to the same public notice and hearing requirements for any such removals proposed on scenic ways. In addition, per MGL Chapter 40 Section 15D, the Tree Warden may require National Grid to provide the Town with an annual hazard tree removal plan and vegetation management plan. While we have generally had a positive working relationship with National Grid regarding their planned utility work and related tree pruning and removals, I have recommended that we request them to produce such plans so we can understand the full scope and scale of tree removals across town each year. I will notify you once we receive such from them.

The other important component in this comprehensive approach to addressing our street trees is that the Town also move forward with planting a select number of trees in key locations, including some areas where existing trees are being removed (depending on the reasons for the decline of those trees). With the assistance of the DPW, the \$10k in funding is expected to support the planting of 20 new public shade trees between now and next spring. I will provide details on the proposed locations and types of trees to be planted under this program as soon as that information is provided by the Tree Warden.

FY19 TREE REMOVAL - PROPOSED LIST

PUBLIC ROADS *			
ITEM NO.	LOCATION	TREE / SIZE	DETAILS
1	Regwill Ave.	Linden / (M)	Dying on Corner
2	Pleasant St. (#4)	Red Maple / (M)	Serious Decline
3	Porter St (Closest to Arbor St)	(2) Maples / (L)	Both in Major Decline
4	Monument St. (#25)	Maple / (M)	Decline - large dead branches
5	Porter St. (#23 / Foster St.)	Maple / (M)	Major decline
6	Birch Rd. (#4)	Maple / (M)	Serious Decline
7	Perkins St. (#10)	White Pine / (M)	Serious decline
8	Topsfield Rd (#185)	Maple / (M)	Serious Decline
9	Lake Ave. (#1) - Sports Shop	(2) Spruce / (M)	Serious Decline
SCENIC ROADS **			
ITEM NO.	LOCATION	TREE / SIZE	DETAILS
1	Cedar Street	Dead Oak / (L)	Half dead on lake side near spill out from canal
2	Cedar Street (#10)	Maple in Decline / (M-L)	
3	Walnut Rd (End of Chestnut St.)	Oak / (L)	National Grid is willing to remove at their expense
4	Walnut Rd (Side of Bridge)	Oak / (L)	
5	Grapevine Rd (Lovejoy Corner)	Maple / (L)	In water, serious lean toward street
6	Dodges Row	Maple / (M)	In water, leaning toward street
7	Dodges Row	Oak / (L)	fungal body growth on trunk
8	Larch Row (across from #143)	Ash / (L)	
9	Larch Row (after # 166)	Pine Tree/ (L)	On slope, in decline
10	Larch Row (after # 166)	Pine Tree/ (L)	On slope, in decline
11	Larch Row (at #180)	Ash / (M)	
12	Larch Row (at #200)	Beech / (M)	
13	Larch Row (at #202)	Dead Ash / (M)	
14	Perkins St. (#10)	White Pine / (M)	In serious decline
15	Cherry St. (#161)	(2) Maples / (M-L)	Decline, and multiple dead branches
16	Cedar St. (across from # 78)	(2) Red Maples / (M-L)	
17	Cedar St. (across from # 80)	Red Maple / (M-L)	
18	Cedar St. (across from #80)	(3) Cedars / (M-L)	
19	Cedar St. (across from #82 - #84)	(6) Assorted Trees / (M-L)	
20	Cedar St. (across from #86 - 91)	(2) Pine Trees & Assorted small Trees / (S-L)	
21	Cedar St. (across from #96)	(2) Red Maples / (M-L)	
22	Cedar St. (across from #100)	(5) Pine Trees / (M-L)	
23	Cedar St. (across from #114)	Maple / (M-L)	Declining
24	Walnut Rd. (between #60 and the bridge)	Maple / (M-L)	Dead
25	Walnut Rd. (between Ledyard Lane & Four Corners)	Ash/Maple / (L, M, S)	(10) Assorted Dead Trees
TOWN PROPERTY			
ITEM NO.	LOCATION	TREE / SIZE	DETAILS
1	Pingree Park	1-Crabapple / (M); 1-Pine / (M)	Garden is being Installed by HW Garden Club
2	Town Hall	Birch / (L)	Serious Decline

* removal of public shade trees that are deemed to endanger persons travelling on a public way (so-called hazard trees) are exempt from public hearing notice requirements under MGL Chapter 87

** removal of public shade trees on scenic roads must adhere to public hearing notice requirements under MGL Chapter 40 Section 15C regardless of their hazard status

Town of Wenham, MA Tree Inventory and Management Plan | 2018



Submitted by:
Bartlett Tree Experts

Timothy Armstrong, Regional Inventory Arborist

Massachusetts Certified Arborist #2464, ISA Certified Arborist NE-7132A
ISA Tree Risk Assessment Qualified

Jack Ingram, Commercial Arborist Representative

ISA Board Certified Master Arborist NE-6972BM



Bartlett Tree Experts
640 Hale St, Beverly, MA 01915
978-927-1590
www.bartlett.com

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Town of Wenham, MA Tree Inventory and Management Plan

MAKING THE MOST OF YOUR INVENTORY MANAGEMENT PLAN

Those who operate a large business or institution understand how inventory impacts operations and budgeting. One must know what's there, how much or how many, and where it all is. But the task doesn't end there. To obtain the greatest benefit from inventory, owners or their designees must manage it. Are a company's tools, for example, old and defective, in need of repair, in short supply, or useless and taking up space that could be better occupied? A good management plan will address these issues and keep the inventory current, in good condition, and functioning for the benefit and safety of those involved.

Managing trees on a large property can seem like an overwhelming task, but the same principles of inventory management apply. This inventory and management plan should provide managers the data they need to develop realistic budgets for their tree maintenance needs, and it will help make the Town of Wenham, MA a safer and more beautiful environment.

The following tips will assist you in making the most of this document:

Who's Who

Those who conducted the inventory and prepared this document are members of the Bartlett Inventory Solutions team. They are also employees of Bartlett Tree Experts. The Bartlett Inventory Solutions team is overseen by four technical advisors out of the Bartlett Tree Research Laboratories in Charlotte, North Carolina. The advisors are primarily charged with client support, coordination, quality control, and documentation of inventories and the related data. Extensively trained Regional Inventory Arborists from local Bartlett Tree Experts offices are the primary data collectors and authors of the management plans. Readers may interpret the terms "Bartlett Tree Experts," "Bartlett," "the Inventory Team," "the team," "we," and "our" as the Bartlett company and those who conducted the inventory and prepared this management plan. In addition to the primary author(s) listed on the cover page, Team Member(s) involved in this project included:

Technical Advisor

Nicholas A. Martin, Bartlett Inventory Solutions Assistant Manager

ISA Certified Arborist & Municipal Specialist #SO-6537BM,

ISA Tree Risk Assessment Qualified, Registered Consulting Arborist #552

Data Collection

Timothy Armstrong, Regional Inventory Arborist

Massachusetts Certified Arborist #2464,

ISA Certified Arborist #NE-7132A, ISA Tree Risk Assessment Qualified

Subject Trees

In this document, the term "subject trees" refers (depending on context) to some or all of the 310 trees included in the inventory.

Definitions & Bolded Terms

Some definitions or specifications are detailed within a given section to explain how readers should interpret certain terms or classifications. We have also appended a Glossary for other terms that appear throughout the document. The first reference to each of these terms appears in **bold** for the reader's convenience.

How This Document is Organized

An outline appears below that introduces the order in which the sections of the management plan will appear. The management plan layout is as follows:

- **Table of Contents**
 - Road map for the management plan
- **Making the Most of Your Inventory Management Plan**
 - Explanations for how to efficiently and effectively understand and navigate this management plan document
- **Executive Summary**
 - Synopsis of the major findings and recommendations
- **Introduction**
 - Brief explanation of the inventory and what was included
- **Goals & Objectives**
 - Explanation of the specific goals and objectives for this inventory
- **Data Collection & Tree Inspection Methodology**
 - Lists, explanations, and definitions of all data collected during the inventory
- **Stand Dynamics Results**
 - Summary information for the entire tree population inventoried including risk ratings assigned during the inventory with corresponding table and map displays with figures if applicable
- **Recommendations**
 - Summary of all recommendations made during the inventory including associated table and map displays, explanations and examples, and figures if applicable
- **Defects or Observations**
 - List of all trees observed to have defects in the field in a table view with associated descriptive figures and maps if applicable

- **Entire Inventory**
 - List of all trees collected in a table display
- **Additional Resources**
 - Listing of all appended items for this management plan

EXECUTIVE SUMMARY

In February 2018, the Bartlett Inventory Solutions (BIS) Team from Bartlett Tree Experts conducted an inventory of trees on the Town of Wenham, MA site. We identified 310 trees which included 28 species. The attributes that we collected include tree latitude and longitude, size, age and condition class, and a visual assessment of tree structure, health, and **vigor**.

We conducted the attribute collection using a sub-meter accuracy Global Positioning Satellite Receiver (GPSr) device with an error-in-location potential of not greater than three meters. Our recommendations for the subject trees over the next 3-year period are outlined below. All tree work activities will comply with current American National Standards Institute (ANSI) Z133.1 requirements for safety.

Tree Risk Assessments and Mitigation

Perform the recommended tree risk mitigation activities for the 310 trees (100%) which we found defects or concerns that prompted the need to use the International Society of Arboriculture's (ISA) risk matrices in the field. Risk mitigation activities will comply with current ANSI A300 standard practices. Please see the Tree Risk Assessments, Limitations & Glossary section for more information.

Soil Sampling

Taking soil samples throughout planting beds and actively managed areas. Soil analysis provides information on the presence of soil nutrients, pH, organic matter, and cation exchange capacity.

Bulk Density Sampling

Taking bulk density samples throughout planting beds and actively managed areas to determine the amount of soil compaction.

Mulching

Wherever possible, apply 2-4 inches of mulch within the root zone to help moderate soil temperatures, reduce soil moisture loss, reduce soil compaction, provide nutrients, improve soil structure, and keep mowers and string trimmers away from tree trunks. The best mulch materials are wood chips, bark nuggets, composted leaves, or pine needles. To avoid potential disease problems, mulch should not be placed directly against the trunk.

Root Collar Excavations

At the time of inventory, no trees were recommended for **root collar** excavation. However, we recommend using proper mulching techniques to reduce the risk of **girdling roots**, basal cankers, root or lower-stem decay, and insect or disease pest infestation.

Plant Health Care (PHC)

At the time of inventory, no pests were observed on the subject trees. However, we recommend implementing Bartlett's PHC program to monitor pests and disease that may not

have been visible at the time of inventory. Treatments are therapeutic and preventative, and treatment timing is based on pest life cycle.

Pruning

Prune 169 trees (55%) for safety, health, structure, and appearance. Pruning will comply with current ANSI A300 standard practices for pruning.

Structural Support

At the time of inventory, no trees were recommended for structural support. However, as trees continue to grow and site changes occur, we recommend continual consultation with your local Bartlett Arborist Representative to determine if structural support systems are warranted in the future.

Lightning Protection

At the time of inventory, no trees were recommended for lightning protection systems. However, as trees continue to grow and site changes occur, we recommend continual consultation with your local Bartlett Arborist Representative to determine if lightning protection systems are warranted in the future.

Removals

Remove 141 trees (45%) due to condition or because of their location in relation to other trees to try and prevent competition or damage to infrastructure.

Tree Risk *Advanced Assessments (Level 3)*

Provide tree risk *advanced assessments* for 1 trees (< 1%) to evaluate the impact of wood decay that shows potential for failure.

INTRODUCTION

In February 2018, Town of Wenham, MA retained Bartlett Tree Experts to perform an inventory of trees on Town of Wenham MA's site. Team member **Timothy Armstrong** visited the site on February 16, 20-22, 2018 to conduct the inventory.

The inventory included:

- identifying trees and assigning a Tree ID number (Tree ID numbers ranging from 1 to 312);
- identifying the trees' condition, health, and vigor;
- recommending risk evaluations and removals of appropriate trees;
- recommending tree care, soil care and fertilization, structural support, and pest management treatments to promote tree safety, health, appearance, and longevity; and
- mapping the trees using GPSr hardware and Geographic Information System (GIS) software, and Bartlett Tree Experts' ArborScope™ web-based management system

The methods and procedures we used to make the above determinations and recommendations are detailed in the following sections.

GOALS & OBJECTIVES

An effective management plan communicates clear goals and the specific objectives designed to carry out those goals. We intend "goal" to mean the overall aim or result we expect to achieve for the client in producing the inventory and management plan. The objectives are the specific actions taken or recommended to support goal completion. The table below describes each goal and its corresponding objective(s).

GOALS & OBJECTIVES

GOAL	OBJECTIVES TO ACCOMPLISH GOAL
Establish the tree inventory (per numbers agreed) on the Town of Wenham, MA site.	<ul style="list-style-type: none"> • Using Trimble® Geo GPSr hardware and ArborScope™ Inventory Management Tools, collect data such as tree name, location, size, age class, and condition class. • Assign a Tree ID number to each tree inventoried.
Provide mechanism for managing inventory, recommendations, and related budget planning.	<ul style="list-style-type: none"> • Provide map or maps of the inventoried trees to assist the client in managing property areas. • Submit a comprehensive management plan that documents and organizes findings and provides other resources to assist the client in efficient use of the information.
Maximize client understanding and implementation of management plan.	<ul style="list-style-type: none"> • Include in management plan specific explanations and visuals related to plan recommendations. • Provide appended resources that address health, procedures, and standards related to tree care. • Make periodic contact with client to follow up and answer any questions about the management plan's contents.
Maximize immediate and long-term tree health and aesthetics.	Implement recommended plant-health-care program that uses <ul style="list-style-type: none"> • integrated pest management • soil care and fertilization • maintenance pruning
Manage immediate and long-term risk associated with trees in high-use areas.	Implement recommended risk-management measures that include <ul style="list-style-type: none"> • risk-reduction pruning • required removals • tree structure evaluations

DATA COLLECTION & TREE INSPECTION METHODOLOGY

In conducting the inventory, we used specialized equipment and software and followed specific procedures to determine tree characteristics, risk evaluations, and recommendations. The following explanation will assist the reader in interpreting the findings of this management plan.

Data Collection Equipment & Attribute Data

The Inventory Team used Trimble® Geo GPSr hardware units, TerraSync® and GPS Pathfinder® Office GIS software, and Bartlett Tree Experts' ArborScope™ web-based management system to inventory the trees. The attribute data we collected on site are listed below.

- botanical name and regional common name according to local ISA Chapter Tree Species List
- tree location based on GPS coordinate system
- tree ID number
- diameter at breast height (**DBH**)
- canopy radius
- age class
- height class
- condition class
- root zone infringement, based on **dripline** and estimated **grayscale** (e.g., sidewalks) impact on root zone
- infrastructure interaction (between trees and grayscale that may cause an undesirable condition)
- documented *basic assessment (Level 2)* of tree risk where defects or concerns were observed that prompted the need to use the ISA risk matrices in the field resulting in an *overall risk rating*
- priority of tree and shrub work (based on 3-year management plan)
- pruning
- need for and inspection of existing structural support systems
- need for and inspection of existing lightning protection systems
- need for *advanced assessments (Level 3)*
- tree removals
- soil care and fertilization recommendations
- plant health care recommendations
- noted defects/observations
- observed pests/diseases

Specifications/Definitions

Age Class

New	Tree not yet established
Planting	
Young	Established tree but not in the landscape for many years
Semi-mature	Established tree but has not yet reached full growth potential
Mature	Tree within its full growth potential
Over-mature	Tree that is declining or beginning to decline due to its age

Height Class

Small	Less than 15 feet
Medium	15 to 40 feet
Large	Greater than 40 feet

Condition Class

Dead	
Poor	Most of the canopy displays dieback and undesirable leaf color, inappropriate leaf size or inadequate new growth. Tree or parts of tree are in the process of failure.
Fair	Parts of canopy display undesirable leaf color, inappropriate leaf size, and inadequate new growth. Parts of the tree are likely to fail.
Good	Tree health and condition are acceptable.

Tree and Shrub Care Priority

Priority class recommendations are based on a 3-year management plan that takes into consideration tree species, condition, location, age, and proximity to infrastructure. We intend that this rating system assist decision makers in prioritizing tree pruning, cabling and bracing, and tree lightning protection recommendations. *Trees with a priority of 1 and an Overall Risk Rating of Extreme or High (see definitions in the next section) should be addressed immediately.* Prioritization does not take into account any budgetary or financial considerations.

Recommendations for Priorities 1, 2, and 3 are all based on observations by the inventory arborist. The following additional information clarifies each priority class:

- Priority 1** To be addressed in years 1 or 2 of the management cycle. Priority 1 may include trees with large dead wood, structural defects, located in exposed sites, high aesthetic value, and/or parts that are currently negatively interacting with infrastructure, such as branches that touch buildings, interfere with signage or lighting, or obstruct pathways.
- Priority 2** To be addressed in years 2 or 3 of the management cycle. Priority 2 may include trees with small dead wood, developing structural defects, located in semi-exposed sites, moderate esthetic value, and/or parts that are anticipated to negatively interact with infrastructure, such as branches that touch buildings, interfere with signage or lighting, or obstruct pathways.
- Priority 3** To be addressed in year 3 of the management cycle. Priority 3 may include trees with small dead wood, developing structural defects, located in lesser used sites, and/or parts that are anticipated to negatively interact with infrastructure, such as branches that rub on buildings, interfere with signage or lighting, or obstruct pathways.

Pruning

Each of the following is a selective pruning technique to achieve the pruning goal described:

Clean	Remove one or more of dead, diseased, and/or broken branches
Raise	Provide vertical clearance
Thin	Reduce height or spread, sometimes for a particular branch (overextended or co-dominant)
Reduce	Reduce height or spread
Structural	Select live branches and stems to influence orientation, spacing, growth rate, strength of attachment, and ultimate size of branches and stems; possibly to reduce defects or space main branches on mature trees.
Vista	A combination of thinning and reduction pruning to enhance the view from a vantage point to an area of interest while minimizing negative impacts on tree structure and health.

Tree Risk Assessments, Limitations & Glossary

In accordance with industry standards, tree risk ratings are derived from a combination of three factors: the *likelihood of failure*, the *likelihood of the failed tree part impacting a target*, and the *consequences* of the target being struck. The guidelines used to classify each of these factors are presented in the *ISA's BMP for Tree Risk Assessment* and guidelines developed by the Bartlett Tree Research Laboratories. *These factors are then used to categorize tree risk as Extreme, High, Moderate or Low.* The factors used to define your risk ratings are identified in this report. An explanation of terms used in this report appears in the glossary located in the appendix. The information provided in this report is based on the conditions identified at the time of inspection. Tree conditions do change over time so reassessment is recommended annually and after major storm events.

Limitations of Tree Risk Assessments

It is important for the tree owner or manager to know and understand that all trees pose some degree of risk from failure or other conditions. The information and recommendations within this report have been derived from the level of tree risk assessment identified in this report, using the information and practices outlined in the *International Society of Arboriculture's Best Management Practices for Tree Risk Assessment*, as well as the information available at the time of the inspection. However, the overall risk rating, the mitigation recommendations, or any other conclusions do not preclude the possibility of failure from undetected conditions, weather events, or other acts of man or nature. Trees can unpredictably fail even if no defects or other conditions are present. It is the responsibility of the tree owner or manager to schedule repeat or *advanced assessments*, determine actions, and implement follow up recommendations, monitoring and/or mitigation.

Bartlett Tree Experts can make no warranty or guarantee whatsoever regarding the safety of any tree, trees, or parts of trees, regardless of the level of tree risk assessment provided, the risk rating, or the residual risk rating after mitigation. The information in this report

should not be considered as making safety, legal, architectural, engineering, landscape architectural, land surveying advice or other professional advice. This information is solely for the use of the tree owner and manager to assist in the decision making process regarding the management of their tree or trees. Tree risk assessments are simply tools which should be used in conjunction with the owner or tree manager's knowledge, other information and observations related to the specific tree or trees discussed, and sound decision making.

Glossary

Tree risk assessment has a unique set of terms with specific meanings. Definitions of all specific terms may be found in the International Society of Arboriculture's *Best Management Practice for Tree Risk Assessment*. Definitions of some of these terms used in this report are as follows:

The *likelihood of failure* may be categorized as imminent meaning that failure has started or could occur at any time; probable meaning that failure may be expected under normal weather conditions within the next 3 years; possible meaning that failure could occur, but is unlikely under normal weather conditions during that time frame; and improbable meaning that failure is not likely under normal weather conditions, and may not occur in severe weather conditions during that time frame.

The *likelihood of the failed tree part impacting a target* may be categorized as high meaning that a failed tree or tree part will most likely impact a target; medium meaning that a failed tree or tree part may or may not impact a target with equal likelihood; low meaning that the failed tree or tree part is not likely to impact a target; and very low meaning that the chance of a failed tree or tree part impacting the target is remote.

The *likelihood of failure and impact* is defined by the Likelihood Matrix below.

LIKELIHOOD OF FAILURE AND IMPACT

Likelihood of Failure	Likelihood of Impacting Target			
	Very Low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very Likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

The *consequences* of a known target being struck may be categorized as severe meaning that impact could involve serious personal injury or death, damage to high value property, or disruption to important activities; significant meaning that the impact may involve personal injury, property damage of moderate to high value, or considerable disruption; minor meaning that impact could cause low to moderate property damage, small disruptions to traffic or a communication utility, or minor injury; and negligible meaning that impact may involve low value property damage, disruption that can be replaced or repaired, and do not involve personal injury.

Targets are people, property, or activities that could be injured, damaged or disrupted by a tree failure.

Levels of assessment 1) *Limited visual assessments* are conducted to identify obvious defects. 2) *Basic assessments* are visual inspections done by walking around the tree looking at the site, buttress roots, trunk and branches. It may include the use of simple tools to gain information about the tree or defects. 3) *Advanced assessments* are performed to provide detailed information about specific tree parts, defects, targets of site conditions. Drilling to detect decay is an advanced assessment technique.

Tree Risk Ratings are terms used to communicate the level of risk rating. They are defined in defined in the Risk Matrix below as a combination of Likelihood and Consequences:

ISA RISK MATRIX

Likelihood of Failure & Impact	Consequences of the Tree Failure			
	Negligible	Minor	Significant	Severe
Very Likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Overall tree risk rating is the highest individual risk identified for the tree. The *residual risk* is the level of risk the tree should pose after the recommended mitigation.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter** SHADE TREES**87****Section 1** PUBLIC SHADE TREES; DEFINITION

Section 1. All trees within a public way or on the boundaries thereof including trees planted in accordance with the provisions of section 7 shall be public shade trees; and when it appears in any proceeding in which the ownership of or rights in a tree are material to the issue, that, from length of time or otherwise, the boundaries of the highway cannot be made certain by records or monuments, and that for that reason it is doubtful whether the tree is within the highway, it shall be taken to be within the highway and to be public property until the contrary is shown.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter** SHADE TREES**87****Section 2** POWERS OF TREE WARDENS

Section 2. The tree warden of a town may appoint and remove deputy tree wardens. He and they shall receive such compensation as the town determines or, in default thereof, as the selectmen allow. He shall have the care and control of all public shade trees, shrubs and growths in the town, except those within a state highway, and those in public parks or open places under the jurisdiction of the park commissioners, and shall have care and control of the latter, if so requested in writing by the park commissioners, and shall enforce all the provisions of law for the preservation of such trees, shrubs and growths. He shall expend all money appropriated for the setting out and maintenance of such trees, shrubs and growths, and no tree shall be planted within a public way without the approval of the tree warden, and in towns until a location therefor has been obtained from the selectmen or road commissioners. He may make regulations for the care and preservation of public shade trees and establish fines and forfeitures of not more than twenty dollars in any

one case for violation thereof; which, when posted in one or more public places, and, in towns, when approved by the selectmen, shall have the effect of town by-laws.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter 87** SHADE TREES**Section 3** CUTTING OF PUBLIC SHADE TREES; PUBLIC HEARING;
DAMAGES TO FEE OWNER

Section 3. Except as provided by section five, public shade trees shall not be cut, trimmed or removed, in whole or in part, by any person other than the tree warden or his deputy, even if he be the owner of the fee in the land on which such tree is situated, except upon a permit in writing from said tree warden, nor shall they be cut down or removed by the tree warden or his deputy or other person without a public hearing and said tree warden or his deputy shall cause a notice of the time and place of such hearing thereof, which shall identify the size, type and location of the shade tree or trees to be cut down or removed, to be posted in two or more public places in the town and upon the tree at least seven days before such hearing and published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than seven days before the day of the hearing or if no such local newspaper exists then in accordance with the provisions of section six of chapter four; provided, however, that when a public hearing must be held under the provisions of this section and under section fifteen C of chapter forty prior to the cutting or removal of a tree,

such hearings shall be consolidated into a single public hearing before the tree warden and the planning board, or if there is no planning board, the selectmen of a town or the city council of a city, and notice of such consolidated public hearing shall be given by the tree warden or his deputy as provided herein. Any person injured in his property by the action of the officers in charge of the public shade trees as to the trimming, cutting, removal or retention of any such tree, or as to the amount awarded to him for the same, may recover the damages, if any, which he has sustained, from the town under chapter seventy-nine.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter 87** SHADE TREES**Section 4** CUTTING DOWN OR REMOVING PUBLIC SHADE TREES;
APPROVAL OF SELECTMEN OR MAYOR

Section 4. Tree wardens shall not cut down or remove or grant a permit for the cutting down or removal of a public shade tree if, at or before a public hearing as provided in the preceding section, objection in writing is made by one or more persons, unless such cutting or removal or permit to cut or remove is approved by the selectmen or by the mayor.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter 87** SHADE TREES**Section 5** CUTTING DOWN, TRIMMING OR REMOVING BUSHES AND SMALL TREES

Section 5. Tree wardens and their deputies, but no other person, may, without a hearing, trim, cut down or remove trees, less than one and one half inches in diameter one foot from the ground, and bushes, standing in public ways; and, if ordered by the mayor, selectmen, road commissioners or highway surveyor, shall trim or cut down trees and bushes, if the same shall be deemed to obstruct, endanger, hinder or incommode persons traveling thereon or to obstruct buildings being moved pursuant to the provisions of section eighteen of chapter eighty-five. Nothing contained in this chapter shall prevent the trimming, cutting or removal of any tree which endangers persons traveling on a highway, or the removal of any tree, if so ordered by the proper officers for the purpose of widening the highway and nothing herein contained shall interfere with the suppression of pests declared to be public nuisances by section eleven of chapter one hundred and thirty-two, including the Dutch elm disease.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter** SHADE TREES**87****Section 7** PLANTING OF SHADE TREES

Section 7. Cities and towns may appropriate money for the purpose of acquiring and planting shade trees in public ways. The tree warden, or a private organization acting with the written consent of the tree warden, may plant shade trees acquired with public or private funds in a public way, or if he deems it expedient, upon adjoining land at a distance not exceeding 20 feet from the layout of such public way for the purpose of improving, protecting, shading or ornamenting the same; provided, however, that the written consent of the owner of such adjoining land shall first be obtained.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter** SHADE TREES**87****Section 8** TREES ON STATE HIGHWAYS

Section 8. The department of highways, in this chapter called the department, shall have the care and control of all trees, shrubs and growths within state highways, and may trim, cut or remove such trees, shrubs and growths, or license the trimming, cutting or removal thereof. No such tree, shrub or other growth shall be trimmed, cut or removed by any person other than an agent or employee of the department, even if he be the owner of the fee in the land on which such tree, shrub or growth is situated, except upon a permit in writing from the department. Any person injured in his property by the action of the department as to the trimming, cutting, removal or retention of any such tree, shrub or other growth, may recover the damages, if any, which he has sustained, from the commonwealth under chapter seventy-nine.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter 87** SHADE TREES**Section 14** PERFORMANCE OF MAINTENANCE AND TREE REMOVAL
WORK BY UTILITY; SUBMISSION AND APPROVAL OF
VEGETATION MANAGEMENT AND HAZARD TREE REMOVAL
PLANS; SUBMISSION OF UTILITY TREE MAINTENANCE
STANDARDS AND SPECIFICATIONS

Section 14. (a) For the purposes of this section, "utility" shall mean a company engaging in the distribution of electricity or owning, operating or controlling distribution facilities; provided, however, that a distribution company shall not include any entity which owns or operates plant or equipment used to produce electricity, steam and chilled water, or an affiliate engaged solely in the provision of such electricity, steam and chilled water, where the electricity produced by such entity or its affiliate is primarily for the benefit of hospitals and nonprofit educational institutions, and where such plant or equipment was in operation before January 1, 1986.

(b) A utility may, or at the request of the tree warden shall, submit an annual vegetation management plan describing the maintenance work to be performed in a municipality. The plan shall include, but not be limited to, a map of the circuits where the maintenance work will be performed,

the tree maintenance standards that will be followed and any foreseeable variance from those standards. The plan shall comply with local ordinances and regulations. The plan shall be submitted not less than 90 days prior to the date the utility proposes to begin its maintenance work. Upon receipt of the plan, the tree warden, or a designee thereof, shall notify the utility within 60 days, in writing, whether or not the plan has been approved. Upon receipt of written notification that the plan has been approved, or approved with modifications agreed to by both parties, a utility shall be exempt from the requirements of sections 3 and 5 for the work described in the approved plan.

(c) A utility may, or at the request of the tree warden shall, submit an annual hazard tree removal plan describing hazard tree removal work to be performed in a municipality. The plan shall include, but not be limited to, the specific trees that the utility has identified as a hazard and proposes to remove. The plan shall comply with local ordinances and regulations. The plan shall be submitted not less than 90 days prior to the date a utility proposes to begin tree removal. Upon receipt of the plan, the tree warden, or a designee thereof, shall notify the utility within 60 days, in writing, whether or not the plan has been approved. Upon receipt of written notification that the plan has been approved, or approved with modifications agreed to by both parties, the utility shall be exempt from the requirements of sections 3 and 5 for the work described in the approved plan.

(d) If a tree warden fails to notify a utility whether a vegetation management plan or hazard tree removal plan has been approved within 60 days of the warden's receipt of the plan, the utility may request a decision by the selectmen, mayor or chief administrative officer of the municipality.

(e) Notwithstanding approval of a vegetation management plan or hazard tree removal plan, a utility shall notify a tree warden, in writing, not less than 14 days prior to beginning maintenance work or tree removal work in a municipality. If a local ordinance or regulation requires more than 14 days notice, the utility shall comply with such ordinance or regulation. The notice provided shall include the date on which the utility will begin work and the phone number of the person or persons supervising the work in the field.

(f) The utility shall provide to the state forester, or such other person or agency as designated by the secretary of energy and environmental affairs, a copy of any annual vegetation management plan or hazard tree removal plan and a copy of the approval or denial letter from the applicable tree warden. The state forester, or such other person or agency as designated by the secretary of energy and environmental affairs, shall provide the utility an acknowledgment of receipt of such plans and determinations in any manner approved by said secretary.

(g) The utility shall annually submit to the state forester's office a set of utility tree maintenance standards and specifications and evidence that these standards have been adopted by the utility company. These standards and specifications shall conform with: American National Standard Institute A?300; American National Standard Institute Z?133; and National Electric Safety Code 218 Tree Trimming and OSHA 29 CFR Part 1910 Line Clearance Tree Trimming Operations. The state forester, or such other person or agency as designated by the secretary of energy and environmental affairs, shall make these standards and specifications available to the public on their websites or other accessible

locations and shall accept and maintain a publicly accessible record of comments received relative to the standards and specifications and shall transmit the comments to the utilities.

Part I ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 40** POWERS AND DUTIES OF CITIES AND TOWNS**Section 15C** SCENIC ROAD DESIGNATIONS; IMPROVEMENTS; FINES

Section 15C. Upon recommendation or request of the planning board, conservation commission or historical commission of any city or town, such city or town may designate any road in said city or town, other than a numbered route or state highway as a scenic road; provided, however, that a numbered route may be designated by a city or town as a scenic road if its entire length is contained within the boundaries of said city or town, and no part of said route is owned or maintained by the commonwealth.

After a road has been designated as a scenic road any repair, maintenance, reconstruction, or paving work done with respect thereto shall not involve or include the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the planning board, or if there is no planning board, the selectmen of a town, or the city council of a city, after a public hearing duly advertised twice in a newspaper of general circulation in the area, as to time, date, place and purpose, the last publication to occur at least seven days prior to such hearing; provided, however, that when a

public hearing must be held under the provisions of this section and under section three of chapter eighty-seven prior to the cutting or removal of a tree, such hearings shall be consolidated into a single public hearing before the tree warden and the planning board, or if there is no planning board, the selectmen of a town, or the city council of a city, and notice of such consolidated public hearing shall be given by the tree warden or his deputy as provided in said section three of chapter eighty-seven. Any city or town making said scenic road designation may make an ordinance or by-law establishing that a violation of this paragraph shall be punished by a fine not to exceed three hundred dollars.

Designation of a road as a scenic road shall not affect the eligibility of a city or town to receive construction or reconstruction aid for such road pursuant to the provisions of chapter ninety.

BOARD OF SELECTMEN MEETING

August 21, 2018

NEW BUSINESS

F.

One Day Liquor License

(5 minutes)

Trudy Reid, Chair, 375th Anniversary Committee
375th Anniversary Community Day, Pingree Park
Saturday, September 8, 2018, 11:30pm – 3:00pm

- Draft Motion
- Completed Application
- Certificate of Insurance for True North Brewing
- Tips Certification
- Request to Wave \$50 Fee from Trudy Reid
- Email recommendations – Jeff Baxter, Captain, WFD & Tom Perkins, Chief, WPD

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

One-Day Liquor License

- Vote: I move the Board of Selectmen approve a One-Day (All Alcoholic Beverages) Liquor License for Trudy Reid, Chair of the 375th Anniversary Committee for their Community Day being held at Pingree Park, 211 Main Street from 11:30pm – 3:00pm on Saturday, September 8, 2018, and waive the \$50 fee as requested.

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.

Event Title:	375 th Anniversary Community Day
Date of Event:	9/8/2018
Start Time:	11:30 am
Expected End Time:	3:00 pm
Address of Event:	Pingree Park, 211 Main Street, Wenham, MA
# of People Expected to Attend:	400-500
Open to Public or Private Event?	Open to public
Type of Event? <i>(fundraiser, party, golf tournament, etc.)</i>	Community Event
Event Location Description: <i>(private home, public area, function hall, etc.)</i>	Public Park
Indoor or Outdoor Event?	Outdoor
Bar or Liquor Service Vehicles?	Bar
Contact Name:	Trudy Reid
Company/Organization Name:	375 th Anniversary Committee
Phone Number:	978-998-5618
Email Address:	<u>treid@wenhamma.gov</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? ____

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).

Trudy L. Reid
Signature

8/15/18
Date

Trudy L. Reid
Print Name



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/14/2018

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).

PRODUCER Burgin, Platner, Hurley Insurance 14 Franklin St. Quincy MA 02169		CONTACT NAME: Cornelia Denesha, CISR, CPIA PHONE (A/C, No, Ext): (617)691 2645 E-MAIL ADDRESS: cw@bphins.com FAX (A/C, No): (617) 472-7248	
INSURED True North Ale Company, LLC, DBA: True North Ales 116 County Road Ipswich MA 01938		INSURER(S) AFFORDING COVERAGE INSURER A: Acadia Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** MASTER 17-18 ****REVISION NUMBER:**


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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	ADV5312741	10/02/2017	10/02/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$			CUA5323405	10/02/2017	10/02/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$
	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 Y	N/A	WCA5322723	10/02/2017	10/02/2018	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Event - Town of Wenham 375th Parade at Pingree Park, 211 Main Street, Wenham MA
Operations Usual to the 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 
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On Premise

Issued:

10/5/2015

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4096932

SSN:

XXX-XX-XXXX

Expires:

9/28/2018

D.O.B.:

XXXX/XXXX

ANGELIKA S FARON

306 Northern Ave

Boston, MA 02210-2324

For service visit us online at www.gettips.com

Michael Marcantonio, 64

Nicole Roebuck

From: Trudy Reid
Sent: Thursday, August 16, 2018 3:38 PM
To: Nicole Roebuck
Cc: Jacqueline Bresnahan; Dianne Bucco; kristin.noon@wenhammuseum.org
Subject: True North

Nicci, could you help with the following? Jackie has all the paperwork and application.

Thank you
Trudy

To the Wenham Board of Selectmen,

We are rapidly approaching the Community Day and Parade on September 8th. Food trucks, bands, dance performances, community organization booths, inflatables, and more will be present at Pingree Park. We will also be hosting True North Ale for the day for a beer garden. I am asking that the Board of Selectmen waive the \$50 Liquor License fee for the 375th Anniversary Committee

Thank you for your support of our efforts this year so far and we look forward to seeing you on September 8th!

Thank you,

Trudy Reid, Chair

Wenham 375th Anniversary Committee

Jacqueline Bresnahan

Permitting Coordinator and Special Projects Manager

Town of Wenham

138 Main Street – (978)468-5520 x. 4

permitting@wenhamma.gov

Nicole Roebuck

From: Jeff Baxter
Sent: Friday, August 17, 2018 10:44 AM
To: Nicole Roebuck
Cc: Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jacqueline Bresnahan
Subject: Re: One Day Liquor License Applciation - 375th Anniversary Committee- Community Day 09.08.18

Nicci
That's good with Fire

Thank you,
Captain Baxter

Sent from my iPhone please excuse briefness or errors.

On Aug 17, 2018, at 10:13, Nicole Roebuck <NRoebuck@wenhamma.gov> wrote:

Hi Everyone,

We've received a One Day Liquor License request from 375th Anniversary Committee for the Community Day on, September 8th from 11:30am – 3:00pm at Pingree Park. Please review and forward your questions and/or recommendations to the Board of Selectmen as soon as you are able.

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 - 375th Committee Community Day 09.08.18.pdf>

Nicole Roebuck

From: Tom Perkins
Sent: Friday, August 17, 2018 11:08 AM
To: Nicole Roebuck
Subject: RE: One Day Liquor License Applciation - 375th Anniversary Committee- Community Day 09.08.18

Good with 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: Friday, August 17, 2018 10:13 AM
To: Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan
Subject: One Day Liquor License Applciation - 375th Anniversary Committee- Community Day 09.08.18

Hi Everyone,

We've received a One Day Liquor License request from 375th Anniversary Committee for the Community Day on, September 8th from 11:30am – 3:00pm at Pingree Park. Please review and forward your questions and/or recommendations to the Board of Selectmen as soon as you are able.

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 21, 2018

NEW BUSINESS

G.

**Review and Potential Approval of
Location Agreement for Use of
Cheeseman Field at Pingree Park**

(10 minutes)

- Draft Motion
- Proposed Location Agreement
- Certificate of Insurance naming Town of Wenham as additional insured from Golden Stick
- Email regarding Commercial Shoots from Louis Levesque, August 17, 2018

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Location Agreement for Commercial Shoot at Cheeseman Field

- Vote: I move the Board of Selectmen approve the proposed Location Agreement between the Town of Wenham and Golden Stick for production of a commercial shoot at Cheeseman Field, Pingree Park, 211 Main Street, Thursday, September 13, 2018.

Seconded / Discussion/ Vote

TOWN OF WENHAM

LOCATION AGREEMENT

This Location Agreement is made and entered into this 17th day of August, 2018 by and between the Town of Wenham (the "Town") and Golden Stick ("Producer").

1. The Town hereby grants to Producer a license to enter onto and use the property owned, leased, controlled, or possessed by the Town at the following address indicated below (the "Property") commencing on September 13, 2018 and terminating on September 13, 2018 (subject to change on account of weather conditions or changes in production schedule as approved by the Town), for the purpose of photographing, filming, taping, interviewing, and/or sound recording the Property, its contents, and persons located thereon (collectively, the "Footage").

Property Address: Cheeseman Field, Pingree Park, Wenham, MA 01984

Property shall include, without limitation unless otherwise agreed by the parties, all interior and exterior areas, buildings and other structures on the Property, real and personal property, displays, and signs located in, or about the Property and other identifying features thereof; provided, however, that the use of the Town's name, and, as applicable, logo(s), trademark(s), service mark(s) and/or slogan(s), or other likeness shall not in any manner disparage the Town or its community or be defamatory or censurable in nature. The Town acknowledges that Producer is under no obligation to actually use the Footage.

2. In full consideration of the Town entering into this agreement and granting Producer all rights provided under this Agreement, Producer shall pay the Town an administrative licensing fee of \$50.00 and will be responsible for reimbursement to the Town for all other costs or expenses incurred by or imposed upon the Town associated with the use of Property, including but not limited to police details.

3. Producer may place all necessary facilities and equipment on the Property and agrees to remove same after completion of work. Producer shall return the Property as used, disturbed, or damaged by Producer in relation to this Agreement to the same condition as before Producer's work, reasonable wear and tear from uses permitted in this Agreement excepted. Producer will use reasonable care to prevent damage to said Property.

4. Producer shall comply with any specific requirements and/or restrictions imposed by the Town as to the use of the Property as allowed under Section 1 herein, such specific requirements and/or restrictions to be incorporated into an addendum to this Agreement.

5. Producer shall be responsible for obtaining, at its sole cost, all necessary state and local permits, including but not limited to conservation commission, building, electrical, plumbing, and gas permits, as well as obtaining all necessary inspections. Producer shall be responsible for all reasonable crowd and vehicular traffic management and all costs related to the Company's use and occupation of the Property.

6. This Agreement is terminable at any time by the Town or Producer following notice at least fifteen (15) days in advance of the date of termination by certified U.S. Mail, return receipt requested, to the other party. This Agreement shall expire on the date specified in such notice.

7. Producer agrees that it shall use and occupy the Property at its own risk, and the Town shall not be liable to Producer for any injury or death to persons entering the Property pursuant to this Agreement, or loss or damage to vehicles, equipment, structures or other personal property of any nature whatsoever of Producer, or of anyone claiming by or through any of them, that are brought upon the Property pursuant to this Agreement.

8. The Town agrees that Producer and its parent, subsidiaries, and affiliated companies and their licensees, successors, and assigns, shall have the exclusive, perpetual, worldwide right to edit, telecast, cablecast, rerun, record, publish, reproduce, use, syndicate, license, print, distribute and otherwise exploit the Footage, or any portion thereof, in any manner and in any medium or forum, whether now known or hereafter devised. Producer and/or its licensees, designees and assigns shall be the sole owner of all right, title and interest in and to the Footage.

9. Producer agrees to indemnify, defend and hold harmless the Town against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, for any injury or death to persons or loss or damage to or diminution in value of any property occurring upon the Property or relating in any way to Producer's exercise of its rights under this Agreement, Producer's breach of this Agreement or the negligence or misconduct of Producer, or its agents or employees.

10. Producer shall keep in force, at its sole cost and expense, during the full term of this Agreement, comprehensive public liability insurance, in the amount of two million dollars (\$2,000,000), insuring the Town and Producer against all claims and demands for personal injury or damage to or diminution in value of any property which may be claimed to have occurred upon the Property or as a result of the exercise by Producer of the rights granted by this Agreement and naming the Town as an additional named insured. Failure to obtain and keep in force said insurance, and failure to provide the Town with proof of same, shall automatically terminate this Agreement and any rights granted herein.

11. MISCELLANEOUS.

The sole remedy of the Town for any dispute relating to the subject matter hereof (including, without limitation, disputes regarding credit) shall be an action at law for damages (if any) suffered by the Town and an accounting of sums due. In no event shall the Town seek or be entitled to enjoin or restrain the exhibition, distribution, advertising, marketing or other exploitation of the Picture.

This Agreement may not be modified except in writing, duly executed by both parties.

This Agreement contains the entire agreement of the parties and there are no other agreements or understandings between the parties regarding the subject matter of the Agreement.

Producer is not authorized to bind or involve the Town in any contract or to incur any liability for or on the part of the Town; likewise, the Town, its employees, agents, contractors or invitees, is not authorized to bind or involve Producer in any contract or to incur any liability for or on the part of Producer.

If any portion of this Agreement is declared to be illegal, unenforceable or void, then all parties to this Agreement shall be relieved of all obligations under that portion; provided, however, that the remainder of this Agreement shall be enforced to the fullest extent permitted by law.

The captions in this Agreement are inserted for convenience of reference only and in no way define, describe or limit the scope or intent of this Agreement or any of the provisions thereof.

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, and any and all legal actions brought in connection with this Agreement shall be brought in courts within the Commonwealth of Massachusetts.

This Agreement is to take effect as a sealed instrument.

TOWN OF WENHAM

PRODUCER:

Board of Selectmen

By:

Its:

Louis O'Leary
[Signature]
President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/17/2018

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).

PRODUCER Archer Insurance 271 CABOT ST BEVERLY MA 01915	CONTACT NAME: Neal Hutchins PHONE (A/C, No, Ext): (978) 922-4600 FAX (A/C, No): (978) 922-9276 E-MAIL: neal@archerinsuranceinc.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: XS Brokers INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Golden Stick 271 Cabot Street Beverly MA 01915	NAIC #

COVERAGES

CERTIFICATE NUMBER: 2018 - 2019 Certificate

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			HBD 10026488	06/09/2018	06/09/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCL PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
	AUTOMOBILE LIABILITY <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) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

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

The Town of Wenham is included as Additional Insured.

CERTIFICATE HOLDER

CANCELLATION

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

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Peter Lombardi

From: Louis Levesque <louislevesque@me.com>
Sent: Friday, August 17, 2018 11:48 AM
To: Peter Lombardi
Cc: Sean Timmons
Subject: Re: Commercial Shoot @ Cheeseman

Oh. Goodness no. This will be very benign. In fact, I'm even thinking we'll be staging across the street, @ Scott Ashwood's house, in his gazebo (and ridiculous sports courts!) so very light impact on Cheeseman.

The shots transition from a black and white back yard version of the game (with a standard WIFFLE bat) then in full color, on a baseball diamond with the Moonshot Bat. So, flipping right across the street will be simple. And, no fanfare either. Just 4 players (in shots) myself, my partner, and a small camera crew.

All good!

Let me know how the meeting goes. Thank you Peter!

Lou

On Aug 17, 2018, at 11:45 AM, Peter Lombardi <PLombardi@wenhamma.gov> wrote:

Received – thank you Lou. Do you anticipate any particular needs in terms of police details or parking that day?

Peter Lombardi
Town Administrator

138 Main Street
Wenham, MA 01984
978-468-5520 x.2
<http://wenhamma.gov>

From: Louis Levesque [<mailto:louislevesque@me.com>]
Sent: Friday, August 17, 2018 11:34 AM
To: Sean Timmons
Cc: Peter Lombardi
Subject: Re: Commercial Shoot @ Cheeseman

Gentlemen,

Enclosed is the executed agreement and our insurance certificate. You will see that we've added the Town of Wenham as an Additional Insured on our policy.

We're excited to have Cheeseman, one of the gems of Wenham be featured in this commercial!

Let me know if there is anything additional we'll need to do.

Lou Levesque

BOARD OF SELECTMEN MEETING

August 21, 2018

NEW BUSINESS

H.

BOH Medicare Application Approval

(5 minutes)

- Draft Motion
- Board of Health Medicare Application

BOARD OF SELECTMEN MEETING

August 21, 2018

DRAFT MOTION

Approval of Board of Health Medicare Application

- **Vote:** I move to authorize Catherine Harrison, Board of Selectmen Chair, to execute proposed agreement with Medicare so that the Board of Health will be eligible to receive reimbursement for the purchase and administration of the flu vaccine.

Seconded / Discussion/ Vote

SECTION 1: BASIC INFORMATION

NEW ENROLLEES AND THOSE WITH A NEW TAX ID NUMBER

If you are:

- Enrolling in the Medicare program for the first time with this Medicare fee-for-service contractor under this tax identification number.
- Already enrolled with a Medicare fee-for-service contractor but are establishing a practice location in another fee-for-service contractor's jurisdiction.
- Enrolled with a Medicare fee-for-service contractor but have a new tax identification number. If you are reporting a change to your tax identification number, you must complete a new application.
- A hospital or an individual hospital department that is enrolling with a fee-for-service contractor to bill for Part B services.

The following actions apply to Medicare suppliers already enrolled in the program:

ENROLLED MEDICARE SUPPLIERS

Reactivation

To reactivate your Medicare billing privileges, submit this enrollment application. In addition, prior to being reactivated, you must be able to submit a valid claim and meet all current requirements for your supplier type before reactivation may occur.

Voluntary Termination

A supplier should voluntarily terminate its Medicare enrollment when it:

- Will no longer be rendering services to Medicare patients, or
- Is planning to cease (or has ceased) operations.

Change of Ownership

If a hospital, ambulatory surgical center, or portable X-ray supplier is undergoing a change of ownership (CHOW) in accordance with the principles outlined in 42 C.F.R. 489.18, the entity must submit a new application for the new ownership.

Change of Information

A change of information should be submitted if you are changing, adding or deleting information under your current tax identification number.

Changes in your existing enrollment data must be reported to the fee-for-service contractor in accordance with 42 C.F.R. § 424.516 (Physician and Non Physician Practitioner Organizations). (IDTF changes of information must comply with the provisions found at 42 C.F.R. § 410.33.)

If you are already enrolled in Medicare and are not receiving Medicare payments via EFT, any change to your enrollment information will require you to submit a CMS-588 form. All future payments will then be made via EFT.

Revalidation

CMS may require you to submit or update your enrollment information. The fee-for-service contractor will notify you when it is time for you to revalidate your enrollment information. Do not submit a revalidation application until you have been contacted by the fee-for-service contractor.

SECTION 1: BASIC INFORMATION

ALL APPLICANTS MUST COMPLETE THIS SECTION (See instructions for details.)

A. Check one box and complete the required sections.

REASON FOR APPLICATION	BILLING NUMBER INFORMATION	REQUIRED SECTIONS
<input checked="" type="checkbox"/> You are a new enrollee in Medicare	Enter your Medicare Identification Number (<i>if issued</i>) and the NPI you would like to link to this number in Section 4.	<p>Complete all applicable sections</p> <p>Ambulance suppliers must complete Attachment 1</p> <p>IDTF suppliers must complete Attachment 2</p>
<input type="checkbox"/> You are enrolling in another fee-for-service contractor's jurisdiction	Enter your Medicare Identification Number (<i>if issued</i>) and the NPI you would like to link to this number in Section 4.	<p>Complete all applicable sections</p> <p>Ambulance suppliers must complete Attachment 1</p> <p>IDTF suppliers must complete Attachment 2</p>
<input type="checkbox"/> You are reactivating your Medicare enrollment	<div>Enter your Medicare Identification Number (<i>if issued</i>) and the NPI you would like to link to this number in Section 4.</div> <div>Medicare Identification Number(s) (<i>if issued</i>):</div> <div>National Provider Identifier (<i>if issued</i>):</div>	<p>Complete all applicable sections</p> <p>Ambulance suppliers must complete Attachment 1</p> <p>IDTF suppliers must complete Attachment 2</p>
<input type="checkbox"/> You are voluntarily terminating your Medicare enrollment. (This is not the same as "opting out" of the program)	<div>Effective Date of Termination:</div> <div>Medicare Identification Number(s) to Terminate (<i>if issued</i>):</div> <div>National Provider Identifier (<i>if issued</i>):</div>	<p>Sections 1, 2B1, 13, and either 15 or 16</p> <p>If you are terminating an employment arrangement with a physician assistant, complete Sections 1A, 2G, 13, and either 15 or 16</p>

SECTION 1: BASIC INFORMATION *(Continued)***ALL APPLICANTS MUST COMPLETE THIS SECTION** *(See instructions for details.)***A. Check one box and complete the required sections.**

REASON FOR APPLICATION	BILLING NUMBER INFORMATION	REQUIRED SECTIONS
<input type="checkbox"/> You are changing your Medicare information	Medicare Identification Number: National Provider Identifier <i>(if issued)</i> :	Go to Section 1B
<input type="checkbox"/> You are revalidating your Medicare enrollment	Enter your Medicare Identification Number <i>(if issued)</i> and the NPI you would like to link to this number in Section 4.	Complete all applicable sections Ambulance suppliers must complete Attachment 1 IDTF suppliers must complete Attachment 2

SECTION 1: BASIC INFORMATION (Continued)**B. Check all that apply and complete the required sections:**

	REQUIRED SECTIONS
<input checked="" type="checkbox"/> Identifying Information	1, 2 (complete only those sections that are changing), 3, 13 , and either 15 (if you are an authorized official) or 16 (if you are a delegated official), and 6 for the signer if that authorized or delegated official has not been established for this supplier
<input type="checkbox"/> Final Adverse Actions/Convictions	1, 2B1, 3, 13 , and either 15 (if you are an authorized official) or 16 (if you are a delegated official), and 6 for the signer if that authorized or delegated official has not been established for this supplier
<input type="checkbox"/> Practice Location Information, Payment Address & Medical Record Storage Information	1, 2B1, 3, 4 (complete only those sections that are changing), 13 , and either 15 (if you are an authorized official) or 16 (if you are a delegated official), and 6 for the signer if that authorized or delegated official has not been established for this supplier
<input type="checkbox"/> Change of Ownership (Hospitals, Portable X-Ray Suppliers & Ambulatory Surgical Centers Only)	Complete all sections and provide a copy of the sales agreement
<input type="checkbox"/> Ownership Interest and/or Managing Control Information (Organizations)	1, 2B1, 3, 5, 13 , and either 15 (if you are an authorized official) or 16 (if you are a delegated official), and 6 for the signer if that authorized or delegated official has not been established for this supplier
<input type="checkbox"/> Ownership Interest and/or Managing Control Information (Individuals)	1, 2B1, 3, 6, 13 , and either 15 (if you are an authorized official) or 16 (if you are a delegated official), and 6 for the signer if that authorized or delegated official has not been established for this supplier
<input type="checkbox"/> Billing Agency Information	1, 2B1, 3, 8 (complete only those sections that are changing), 13 , and either 15 (if you are an authorized official) or 16 (if you are a delegated official), and 6 for the signer if that authorized or delegated official has not been established for this supplier
<input type="checkbox"/> Authorized Official(s)	1, 2B1, 3, 13, 15 or 16 (if you are a delegated official), and 6 for the signer if that authorized or delegated official has not been established for this supplier
<input type="checkbox"/> Delegated Official(s) (Optional)	1, 2B1, 3, 13, 15, 16 , and 6 for the signer if that delegated official has not been established for this supplier.

SECTION 1: BASIC INFORMATION *(Continued)*

ATTACHMENT 1: AMBULANCE SERVICE SUPPLIERS (ONLY)	REQUIRED SECTIONS
<input type="checkbox"/> Geographic Area	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 1(A)
<input type="checkbox"/> State License Information	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 1(B)
<input type="checkbox"/> Paramedic Intercept Services Information	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 1(C)
<input type="checkbox"/> Vehicle Information	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 1(D)
ATTACHMENT 2: INDEPENDENT DIAGNOSTIC TESTING FACILITIES (ONLY)	REQUIRED SECTIONS
<input type="checkbox"/> CPT-4 and HCPCS Codes	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 2(B)
<input type="checkbox"/> Interpreting Physician Information	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 2(C)
<input type="checkbox"/> Personnel (Technicians) Who Perform Tests	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 2(D)
<input type="checkbox"/> Supervising Physician(s)	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 2(E)
<input type="checkbox"/> Liability Insurance Information	1, 2B1, 3, 13, and 15 if you are the authorized official or 16 if you are the delegated official Attachment 2(F)

SECTION 2: IDENTIFYING INFORMATION

A. Type of Supplier

Check the appropriate box to identify the type of supplier you are enrolling as with Medicare. If you are more than one type of supplier, submit a separate application for each type. If you change the type of service that you provide (i.e., become a different supplier type), submit a new application.

Your organization must meet all Federal and State requirements for the type of supplier checked below.

TYPE OF SUPPLIER: (Check one only)

- | | |
|--|--|
| <input type="checkbox"/> Ambulance Service Supplier | <input checked="" type="checkbox"/> Mass Immunization (Roster Biller Only) |
| <input type="checkbox"/> Ambulatory Surgical Center | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Clinic/Group Practice | <input type="checkbox"/> Physical/Occupational Therapy Group in Private Practice |
| <input type="checkbox"/> Hospital Department(s) | <input type="checkbox"/> Portable X-ray Supplier |
| <input type="checkbox"/> Independent Clinical Laboratory | <input type="checkbox"/> Radiation Therapy Center |
| <input type="checkbox"/> Independent Diagnostic Testing Facility | <input type="checkbox"/> Other (Specify): _____ |
| <input type="checkbox"/> Intensive Cardiac Rehabilitation | |
| <input type="checkbox"/> Mammography Center | |

B. Supplier Identification Information

1. BUSINESS INFORMATION

Legal Business Name (not the "Doing Business As" name) as reported to the Internal Revenue Service

Town of Wenham

Tax Identification Number

04-6001347

Other Name

Type of Other Name

☐ Former Legal Business Name

☐ Doing Business As Name

☒ Other (Specify): Town Government

Identify how your business is registered with the IRS. (NOTE: If your business is a Federal and/or State government provider or supplier, indicate "Non-Profit" below.)

☐ Proprietary ☒ Non-Profit

NOTE: If a checkbox indicating Proprietary or non-profit status is not completed, the provider/supplier will be defaulted to "Proprietary."

Identify the type of organizational structure of this provider/supplier (Check one)

☐ Corporation

☐ Limited Liability Company

☐ Partnership

☐ Sole Proprietor

☒ Other (Specify): Town Government

Incorporation Date (mm/dd/yyyy) (if applicable)

09-07-1643

State Where Incorporated (if applicable)

MA

Is this supplier an Indian Health Facility enrolling with the designated Indian Health Service (IHS) Medicare Administrative Contractor (MAC)?

☐ Yes ☒ No

SECTION 2: IDENTIFYING INFORMATION (Continued)

2. STATE LICENSE INFORMATION/CERTIFICATION INFORMATION

Provide the following information if the supplier has a State license/certification to operate as the supplier type for which you are enrolling.

☒ State License Not Applicable

License Number	State Where Issued
Effective Date (mm/dd/yyyy)	Expiration/Renewal Date (mm/dd/yyyy)

Certification Information

☒ Certification Not Applicable

Certification Number	State Where Issued
Effective Date (mm/dd/yyyy)	Expiration/Renewal Date (mm/dd/yyyy)

3. CORRESPONDENCE ADDRESS

Provide contact information for the entity or person listed in Question 1 of this section. Once enrolled, the information provided below will be used by the fee-for-service contractor if it needs to contact you directly. This address cannot be a billing agency's address.

Mailing Address Line 1 (Street Name and Number)		
138 Main Street		
Mailing Address Line 2 (Suite, Room, etc.)		
Wenham		
City/Town	State	ZIP Code + 4
	MA	01984-1520
Telephone Number	Fax Number (if applicable)	E-mail Address (if applicable)
978 468 5520 ext 4	978 468 8014	

C. Hospitals Only

This section should only be completed by hospitals that are currently enrolled or enrolling with a fee-for-service contractor (the Part A Medicare contractor), and will be billing a fee-for-service contractor for Medicare Part B services, as follows:

- Hospitals that need departmental billing numbers to bill for Part B practitioner services.
- Hospitals requiring a Part B billing number to provide pathology services.
- Hospitals requiring a Medicare Part B billing number to provide purchased tests to other Medicare Part B billers.
- If the hospital requires more than one departmental Part B billing number, list each department needing a number.

If your organization is not a hospital, and believes it will need a Part B billing number, contact the designated fee-for-service contractor to determine if this form should be submitted.

N/A

SECTION 2: IDENTIFYING INFORMATION *(Continued)*

C. Hospitals Only *(Continued)*

NOTE: If your hospital is enrolling a clinic that is not provider-based, do not complete this section.

Check ☐ "Clinic/Group Practice" in Section 2A and complete this entire application for the clinic.

1. Are you going to:
 - ☐ bill for the entire hospital with one billing number? (If yes, continue to Section 2D.)
 - ☐ separately bill for each hospital department? (If yes, answer Question 2.)
2. List the hospital departments for which you plan to bill separately:

DEPARTMENT	MEDICARE IDENTIFICATION NUMBER	NPI

D. Comments/Special Circumstances

Explain any unique circumstances concerning your practice location, the method by which you render health care services, etc.

E. Physical Therapy (PT) and Occupational Therapy (OT) Groups Only

1. Are all of the group's PT/OT services rendered in patients' homes or in the group's private office space? ☐ YES ☐ NO
2. Does this group maintain private office space? ☐ YES ☐ NO
3. Does this group own, lease, or rent its private office space? ☐ YES ☐ NO
4. Is this private office space used exclusively for the group's private practice? ☐ YES ☐ NO
5. Does this group provide PT/OT services outside of its office and/or patients' homes? ☐ YES ☐ NO

If you responded YES to any of the questions 2–5 above, submit a copy of the lease agreement that gives the group exclusive use of the facilities for PT/OT services.

F. Accreditation for Ambulatory Surgical Centers (ASCs) Only

NOTE: Copy and complete this section if more than one accreditation needs to be reported.

Check one of the following and furnish any additional information as requested:

- ☐ The enrolling ASC supplier is accredited.
- ☐ The enrolling ASC supplier is not accredited (includes exempt providers).

Name of Accrediting Organization

Effective Date of Current Accreditation (mm/dd/yyyy)

Expiration of Current Accreditation (mm/dd/yyyy)

N/A

SECTION 2: IDENTIFYING INFORMATION (Continued)**G. Termination of Physician Assistants (Only)**

Complete this section to delete employed physician assistants from your group or clinic.

EFFECTIVE DATE OF DEPARTURE	PHYSICIAN ASSISTANT'S NAME	PHYSICIAN ASSISTANT'S MEDICARE IDENTIFICATION NUMBER	PHYSICIAN ASSISTANT'S NPI

H. Advanced Diagnostic Imaging (ADI) Suppliers Only

This section must be completed by all suppliers that also furnish and will bill Medicare for ADI services. All suppliers furnishing ADI services **MUST** be accredited in each ADI Modality checked below to qualify to bill Medicare for those services.

Check each ADI modality this supplier will furnish and the name of the Accrediting Organization that accredited that ADI Modality for this supplier.

☐ **Magnetic Resonance Imaging (MRI)**

Name of Accrediting Organization for MRI

Effective Date of Current Accreditation (mm/dd/yyyy)

Expiration Date of Current Accreditation (mm/dd/yyyy)

☐ **Computed Tomography (CT)**

Name of Accrediting Organization for CT

Effective Date of Current Accreditation (mm/dd/yyyy)

Expiration Date of Current Accreditation (mm/dd/yyyy)

☐ **Nuclear Medicine (NM)**

Name of Accrediting Organization for NM

Effective Date of Current Accreditation (mm/dd/yyyy)

Expiration Date of Current Accreditation (mm/dd/yyyy)

☐ **Positron Emission Tomography (PET)**

Name of Accrediting Organization for PET

Effective Date of Current Accreditation (mm/dd/yyyy)

Expiration Date of Current Accreditation (mm/dd/yyyy)

SECTION 3: FINAL ADVERSE ACTIONS/CONVICTIONS *(Continued)*

FINAL ADVERSE HISTORY

1. Has your organization, under any current or former name or business identity, ever had any of the final adverse actions listed on page 13 of this application imposed against it?

☐ YES—Continue Below ☒ NO—Skip to Section 4

2. If yes, report each final adverse action, when it occurred, the Federal or State agency or the court/ administrative body that imposed the action, and the resolution, if any.

Attach a copy of the final adverse action documentation and resolution.

FINAL ADVERSE ACTION	DATE	TAKEN BY	RESOLUTION

SECTION 4: PRACTICE LOCATION INFORMATION

INSTRUCTIONS

This section captures information about the physical location(s) where you currently provide health care services. If you operate a mobile facility or portable unit, provide the address for the "Base of Operations," as well as vehicle information and the geographic area serviced by these facilities or units.

Only report those practice locations within the jurisdiction of the Medicare fee-for-service contractor to which you will submit this application. If you have practice locations in another Medicare fee-for-service contractor's jurisdiction, complete a separate enrollment application (CMS-855B) for those practice locations and submit it to the Medicare fee-for-service contractor that has jurisdiction over those locations.

Provide the specific street address as recorded by the United States Postal Service. Do not provide a P.O. Box. If you provide services in a hospital and/or other health care facility for which you bill Medicare directly for the services rendered at that facility, provide the name and address of the hospital or facility.

MOBILE FACILITY AND/OR PORTABLE UNIT

A "mobile facility" is generally a mobile home, trailer, or other large vehicle that has been converted, equipped, and licensed to render health care services. These vehicles usually travel to local shopping centers or community centers to see and treat patients inside the vehicle.

A "portable unit" is when the supplier transports medical equipment to a fixed location (e.g., physician's office, nursing home) to render services to the patient.

The most common types of mobile facilities/portable units are mobile IDTFs, portable X-ray suppliers, portable mammography, and mobile clinics. Physicians and non-physician practitioners (e.g., nurse practitioners, physician assistants) who perform services at multiple locations (e.g., house calls, assisted living facilities) are not considered to be mobile facilities/portable units.

SECTION 4: PRACTICE LOCATION INFORMATION (Continued)

A. Practice Location Information

If you see patients in more than one practice location, copy and complete Section 4A for each location.

To ensure that CMS establishes the correct association between your Medicare legacy number and your NPI, providers and suppliers must list a Medicare legacy number—NPI combination for each practice location. If you have multiple NPIs associated with both a single legacy number and a single practice location, please list below all NPIs and associated legacy numbers for that practice location.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

If you are enrolling for the first time, or if you are adding a new practice location, the date you provide should be the date you saw your first Medicare patient at this location.

Practice Location Name ("Doing Business As" name if different from Legal Business Name)

Town of Wenham

Practice Location Street Address Line 1 (Street Name and Number – NOT a P.O. Box)

Board of Health

Practice Location Street Address Line 2 (Suite, Room, etc.)

138 Main Street

City/Town	State	ZIP Code + 4
Wenham	MA	01984 -1520
Telephone Number	Fax Number (if applicable)	E-mail Address (if applicable)
978 468 5520	978 468 8014	

Date you saw your first Medicare patient at this practice location (mm/dd/yyyy)

Medicare Identification Number (if issued)	National Provider Identifier
	1376023812
Medicare Identification Number (if issued)	National Provider Identifier
Medicare Identification Number (if issued)	National Provider Identifier
Medicare Identification Number (if issued)	National Provider Identifier
Medicare Identification Number (if issued)	National Provider Identifier

Is this practice location a:

- ☐ Group practice office/clinic
☐ Hospital
☐ Retirement/assisted living community

- ☐ Skilled Nursing Facility and/or Nursing Facility
☒ Other health care facility

(Specify): Flu / Immunization Clinic at Emergency Dispensing Site

CLIA Number for this location (if applicable)

Attach a copy of the most current CLIA certifications for each of the practice locations reported on this application

FDA/Radiology (Mammography) Certification Number for this location (if issued)

Attach a copy of the most current FDA certifications for each of the practice locations reported on this application.

SECTION 4: PRACTICE LOCATION INFORMATION (Continued)**B. Where do you want remittance notices or special payments sent?**

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Medicare will issue payments via electronic funds transfer (EFT). Since payments will be made by EFT, the "Special Payments" address should indicate where all other payment information (e.g., remittance notices, special payments) should be sent.

- ☒ "Special Payments" address is the same as the practice location (only one address is listed in Section 4A). Skip to Section 4C.
- ☐ "Special Payments" address is different than that listed in Section 4A, or multiple locations are listed. Provide address below.

"Special Payments" Address Line 1 (PO Box or Street Name and Number)

138 Main St

"Special Payments" Address Line 2 (Suite, Room, etc.)

Board of Health

City/Town Wenham	State MA	ZIP Code + 4 01984-1520
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C. Where do you keep patients' medical records?

If you store patients' medical records (current and/or former patients) at a location other than the location in Section 4A or 4E, complete this section with the address of the storage location.

Post Office boxes and drop boxes are not acceptable as physical addresses where patients' records are maintained. For IDTFs and mobile facilities/portable units, the patients' medical records must be under the supplier's control. The records must be the supplier's records, not the records of another supplier. If this section is not completed, you are indicating that all records are stored at the practice locations reported in Section 4A or 4E.

SECTION 4: PRACTICE LOCATION INFORMATION (Continued)

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

First Medical Record Storage Facility (for current and former patients)

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Storage Facility Address Line 1 (Street Name and Number)

138 Main St

Storage Facility Address Line 2 (Suite, Room, etc.)

City/Town Wenham	State MA	ZIP Code + 4 01984-1520
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Second Medical Record Storage Facility (for current and former patients)

CHECK ONE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Storage Facility Address Line 1 (Street Name and Number)

Storage Facility Address Line 2 (Suite, Room, etc.)

City/Town	State	ZIP Code + 4
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N/A

SECTION 4: PRACTICE LOCATION INFORMATION (Continued)

D. Rendering Services in Patients' Homes

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Furnish the city/town, State and ZIP code for all locations where health care services are rendered in patients' homes. If you provide health care services in more than one State and those States are serviced by different Medicare fee-for-service contractors, complete a separate CMS-855B enrollment application for each Medicare fee-for-service contractor's jurisdiction.

If you are adding or deleting an entire State, it is not necessary to report each city/town. Simply check the box below and specify the State.

☐ Entire State of _____

If you are providing services in selected cities/towns, furnish the locations below. Only list ZIP codes if you are not servicing the entire city/town.

CITY/TOWN	STATE	ZIP CODE

N/A

SECTION 4: PRACTICE LOCATION INFORMATION (Continued)**E. Base of Operations Address for Mobile or Portable Suppliers (Location of Business Office or Dispatcher/Scheduler)**

The base of operations is the location from where personnel are dispatched, where mobile/portable equipment is stored, and when applicable, where vehicles are parked when not in use.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Check here ☐ and skip to Section 4F if the "Base of Operations" address is the same as the "Practice Location" listed in Section 4A.

Street Address Line 1 (Street Name and Number)

Street Address Line 2 (Suite, Room, etc.)

City/Town	State	ZIP Code + 4
Telephone Number	Fax Number (if applicable)	E-mail Address (if applicable)

F. Vehicle Information

If the mobile health care services are rendered inside a vehicle, such as a mobile home or trailer, furnish the following vehicle information. Do not provide information about vehicles that are used only to transport medical equipment (e.g., when the equipment is transported in a van but is used in a fixed setting, such as a doctor's office) or ambulance vehicles. If more than two vehicles are used, copy and complete this section as needed.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE FOR EACH VEHICLE	TYPE OF VEHICLE (van, mobile home, trailer, etc.)	VEHICLE IDENTIFICATION NUMBER
<input type="checkbox"/> CHANGE <input type="checkbox"/> ADD <input type="checkbox"/> DELETE		
Effective Date:		
<input type="checkbox"/> CHANGE <input type="checkbox"/> ADD <input type="checkbox"/> DELETE		
Effective Date:		

For each vehicle, submit a copy of all health care related permits/licenses/registrations.

SECTION 5: OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (ORGANIZATIONS)

NOTE: Only report organizations in this section. Individuals must be reported in Section 6.

Complete this section with information about all organizations that have 5 percent or more (direct or indirect) ownership interest of, any partnership interest in, and/or managing control of, the supplier identified in Section 2, as well as information on any adverse legal actions that have been imposed against that organization. For examples of organizations that should be reported here, visit our Web site: www.cms.hhs.gov/MedicareProviderSupEnroll. If there is more than one organization that should be reported, copy and complete this section for each.

MANAGING CONTROL (ORGANIZATIONS)

Any organization that exercises operational or managerial control over the supplier, or conducts the day-to-day operations of the supplier, is a managing organization and must be reported. The organization need not have an ownership interest in the supplier in order to qualify as a managing organization. For instance, it could be a management services organization under contract with the supplier to furnish management services for the business.

SPECIAL TYPES OF ORGANIZATIONS

Governmental/Tribal Organizations

If a Federal, State, county, city or other level of government, or an Indian tribe, will be legally and financially responsible for Medicare payments received (including any potential overpayments), the name of that government or Indian tribe should be reported as an owner. The supplier must submit a letter on the letterhead of the responsible government (e.g., government agency) or tribal organization that attests that the government or tribal organization will be legally and financially responsible in the event that there is any outstanding debt owed to CMS. This letter must be signed by an appointed or elected official of the government or tribal organization who has the authority to legally and financially bind the government or tribal organization to the laws, regulations, and program instructions of the Medicare program.

Non-Profit, Charitable and Religious Organizations

Many non-profit organizations are charitable or religious in nature, and are operated and/or managed by a board of trustees or other governing body. The actual name of the board of trustees or other governing body should be reported in this section. While the organization should be listed in Section 5, individual board members should be listed in Section 6. Each non-profit organization should submit a copy of a 501(c)(3) document verifying its non-profit status.

**SECTION 5: OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION
(ORGANIZATIONS) (Continued)**

All organizations that have any of the following must be reported in Section 5:

- 5 percent or more ownership of the supplier,
- Managing control of the supplier, or
- A partnership interest in the supplier, regardless of the percentage of ownership the partner has.

Owning/Managing organizations are generally one of the following types:

- Corporations (including non-profit corporations)
- Partnerships and Limited Partnerships (as indicated above)
- Limited Liability Companies
- Charitable and/or Religious organizations
- Governmental and/or Tribal organizations

A. Organization with Ownership Interest and/or Managing Control—Identification Information

☐ Not Applicable

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Check all that apply:

☐ 5 Percent or More Ownership Interest ☐ Partner ☒ Managing Control

Legal Business Name as Reported to the Internal Revenue Service

Town of Wenham

"Doing Business As" Name (if applicable)

Address Line 1 (Street Name and Number)

138 Main St

Address Line 2 (Suite, Room, etc.)

Wenham

City/Town

State

MA

ZIP Code + 4

01984-1520

Telephone Number

978 468 5520

Fax Number (if applicable)

978 468 8014

E-mail Address (if applicable)

NPI (if issued)

1376023812

Tax Identification Number (Required)

04-60011347

Medicare Identification Number(s) (if issued)

What is the effective date this owner acquired ownership of the provider identified in Section 2B1 of this application? (mm/dd/yyyy) _____

What is the effective date this organization acquired managing control of the provider identified in Section 2B1 of this application? (mm/dd/yyyy) _____

NOTE: Furnish both dates if applicable.

**SECTION 5: OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION
(ORGANIZATIONS) (Continued)**

B. Final Adverse Legal Action History

If reporting a change to existing information, check "Change," provide the effective date of the change, and complete the appropriate fields in this section.

☐ Change

Effective Date: _____

1. Has this individual in Section 5A above, under any current or former name or business identity, ever had a final adverse legal action listed on page 13 of this application imposed against him/her?

☐ YES—Continue Below ☒ NO—Skip to Section 6

2. If YES, report each final adverse legal action, when it occurred, the Federal or State agency or the court/administrative body that imposed the action, and the resolution, if any.

Attach a copy of the final adverse legal action documentation and resolution.

FINAL ADVERSE LEGAL ACTION	DATE	TAKEN BY	RESOLUTION

SECTION 6: OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (INDIVIDUALS)

NOTE: Only Individuals should be reported in Section 6. Organizations must be reported in Section 5. For more information on “direct” and “indirect” owners, go to www.cms.hhs.gov/MedicareProviderSupEnroll.

The supplier MUST have at least ONE owner and/or managing employee.

The following individuals must be reported in Section 6A:

- All persons who have a 5 percent or greater direct or indirect ownership interest in the supplier;
- If (and only if) the supplier is a corporation (whether for-profit or non-profit), all officers and directors of the supplier;
- All managing employees of the supplier;
- All individuals with a partnership interest in the supplier, regardless of the percentage of ownership the partner has; and
- Authorized and delegated officials.

Example: A supplier is 100 percent owned by Company C, which itself is 100 percent owned by Individual D. Assume that Company C is reported in Section 5A as an owner of the supplier. Assume further that Individual D, as an indirect owner of the supplier, is reported in Section 6A. Based on this example, the supplier would check the “5 percent or Greater Direct/Indirect Owner” box in Section 6A.

NOTE: All partners within a partnership must be reported on this application. This applies to both “General” and “Limited” partnerships. For instance, if a limited partnership has several limited partners and each of them only has a 1 percent interest in the supplier, each limited partner must be reported on this application, even though each owns less than 5 percent. The 5 percent threshold primarily applies to corporations and other organizations that are not partnerships.

Non-Profit, Charitable or Religious Organizations: If you are a non-profit charitable or religious organization that has no organizational or individual owners (only board members, directors or managers), you should submit with your application a 501(c)(3) document verifying non-profit status.

For purposes of this application, the terms “officer,” “director,” and “managing employee” are defined as follows:

Officer is any person whose position is listed as being that of an officer in the supplier’s “articles of incorporation” or “corporate bylaws,” or anyone who is appointed by the board of directors as an officer in accordance with the supplier’s corporate bylaws.

Director is a member of the supplier’s “board of directors.” It does not necessarily include a person who may have the word “director” in his/her job title (e.g., departmental director, director of operations). Moreover, where a supplier has a governing body that does not use the term “board of directors,” the members of that governing body will still be considered “directors.” Thus, if the supplier has a governing body titled “board of trustees” (as opposed to “board of directors”), the individual trustees are considered “directors” for Medicare enrollment purposes.

Managing Employee means a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts, the day-to-day operations of the supplier, either under contract or through some other arrangement, regardless of whether the individual is a W-2 employee of the supplier.

NOTE: If a governmental or tribal organization will be legally and financially responsible for Medicare payments received (per the instructions for Governmental/Tribal Organizations in Section 5), the supplier is only required to report its managing employees in Section 6. Owners, partners, officers, and directors do not need to be reported, except those who are listed as authorized or delegated officials on this application.

Any information on final adverse actions that have been imposed against the individuals reported in this section must be furnished. If there is more than one individual, copy and complete this section for each individual. Owners, Authorized Officials and/or Delegated Officials must complete this section.

N/A

SECTION 6: OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION (INDIVIDUALS) (Continued)

A. Individuals with Ownership Interest and/or Managing Control—Identification Information
If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

The name, date of birth, and social security number of each person listed in this Section must coincide with the individual's information as listed with the Social Security Administration.

First Name MARY	Middle Initial E	Last Name TING	Jr., Sr., etc.	Title
Date of Birth (mm/dd/yyyy) 08 03 1966	Place of Birth (State) BETHESDA, MD		Country of Birth USA	
Social Security Number (Required) 021 44 2200	Medicare Identification Number (if issued)	NPI (if issued) 1 376 02 3812		

What is the above individual's relationship with the supplier in Section 2B1? (Check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> 5 Percent or Greater Direct/Indirect Owner | <input type="checkbox"/> Director/Officer |
| <input type="checkbox"/> Authorized Official | <input type="checkbox"/> Contracted Managing Employee |
| <input type="checkbox"/> Delegated Official | <input type="checkbox"/> Managing Employee (W-2) |
| <input type="checkbox"/> Partner | |

What is the effective date this owner acquired ownership of the provider identified in Section 2B1 of this application? (mm/dd/yyyy) _____

What is the effective date this individual acquired managing control of the provider identified in Section 2B1 of this application? (mm/dd/yyyy) _____

NOTE: Furnish both dates if applicable.

SECTION 6: OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION
(INDIVIDUALS) (Continued)

B. Final Adverse Legal Action History

Complete this section for the individual reported in Section 6A above. If reporting a change to existing information, check "change," provide the effective date of the change and complete the appropriate fields in this section.

☐ Change

Effective Date: _____

1. Has this individual in Section 6A above, under any current or former name or business identity, ever had a final adverse legal action listed on page 13 of this application imposed against him/her?

☐ YES—Continue Below ☒ NO—Skip to Section 8

2. If YES, report each final adverse legal action, when it occurred, the Federal or State agency or the court/administrative body that imposed the action, and the resolution, if any.

Attach a copy of the final adverse legal action documentation and resolution.

FINAL ADVERSE LEGAL ACTION	DATE	TAKEN BY	RESOLUTION

SECTION 7: FOR FUTURE USE (THIS SECTION NOT APPLICABLE)**SECTION 8: BILLING AGENCY INFORMATION**

A billing agency is a company or individual that you contract with to prepare and submit your claims. If you use a billing agency, you are responsible for the claims submitted on your behalf.

☐ Check here if this section does not apply and skip to Section 13.

BILLING AGENCY NAME AND ADDRESS

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Legal Business/Individual Name as Reported to the Social Security Administration or the Internal Revenue Service

University of Massachusetts Worcester

If Individual, Billing Agent Date of Birth (mm/dd/yyyy)

"Doing Business As" Name (if applicable)

University of Massachusetts Medical School

Tax Identification/Social Security Number (required)

04 3167352

Billing Agency Street Address Line 1 (Street Name and Number)

The Schrafft Center

Billing Agency Street Address Line 2 (Suite, Room, etc.)

529 Main Street

City/Town

Charlestown

State

MA

ZIP Code + 4

02129-

Telephone Number

617-886-8264

Fax Number (if applicable)

—

E-mail Address (if applicable)

vaccine-reimbursement@umassmed.edu

SECTION 9: FOR FUTURE USE (THIS SECTION NOT APPLICABLE)**SECTION 10: FOR FUTURE USE (THIS SECTION NOT APPLICABLE)****SECTION 11: FOR FUTURE USE (THIS SECTION NOT APPLICABLE)****SECTION 12: FOR FUTURE USE (THIS SECTION NOT APPLICABLE)**

SECTION 13: CONTACT PERSON

If questions arise during the processing of this application, the fee-for-service contractor will contact the individual shown below. If the contact person is either an authorized or delegated official, check the appropriate box below.

☐ Contact an Authorized Official listed in Section 15.

☐ Contact a Delegated Official listed in Section 16.

First Name <i>MARY</i>	Middle Initial <i>E</i>	Last Name <i>TING</i>	Jr., Sr., etc.
Telephone Number <i>978 468 5520 ext 4</i>	Fax Number (if applicable) <i>978 468 8014</i>	E-mail Address (if applicable) <i>mting@wenhamma.gov</i>	
Address Line 1 (Street Name and Number) <i>138 Main Street</i>			
Address Line 2 (Suite, Room, etc.) <i>Board of Health, Town of Wenham</i>			
City/Town <i>Wenham</i>	State <i>MA</i>	ZIP Code + 4 <i>01984</i>	

SECTION 14: PENALTIES FOR FALSIFYING INFORMATION

This section explains the penalties for deliberately falsifying information in this application to gain or maintain enrollment in the Medicare program.

1. 18 U.S.C. § 1001 authorizes criminal penalties against an individual who, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals or covers up by any trick, scheme or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry.

Individual offenders are subject to fines of up to \$250,000 and imprisonment for up to five years. Offenders that are organizations are subject to fines of up to \$500,000 (18 U.S.C. § 3571). Section 3571(d) also authorizes fines of up to twice the gross gain derived by the offender if it is greater than the amount specifically authorized by the sentencing statute.

2. Section 1128B(a)(1) of the Social Security Act authorizes criminal penalties against any individual who, "knowingly and willfully," makes or causes to be made any false statement or representation of a material fact in any application for any benefit or payment under a Federal health care program.

The offender is subject to fines of up to \$25,000 and/or imprisonment for up to five years.

3. The Civil False Claims Act, 31 U.S.C. § 3729, imposes civil liability, in part, on any person who:
 - a) knowingly presents, or causes to be presented, to an officer or any employee of the United States Government a false or fraudulent claim for payment or approval;
 - b) knowingly makes, uses, or causes to be made or used, a false record or statement to get a false or fraudulent claim paid or approved by the Government; or
 - c) conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.

The Act imposes a civil penalty of \$5,000 to \$10,000 per violation, plus three times the amount of damages sustained by the Government.

SECTION 15: CERTIFICATION STATEMENT *(Continued)*

A. Additional Requirements for Medicare Enrollment

These are additional requirements that the supplier must meet and maintain in order to bill the Medicare program. Read these requirements carefully. By signing, the supplier is attesting to having read the requirements and understanding them.

By his/her signature(s), the authorized official(s) named below and the delegated official(s) named in Section 16 agree to adhere to the following requirements stated in this Certification Statement:

1. I authorize the Medicare contractor to verify the information contained herein. I agree to notify the Medicare contractor of any future changes to the information contained in this application in accordance with the timeframes established in 42 C.F.R. § 424.516. I understand that any change in the business structure of this supplier may require the submission of a new application.
2. I have read and understand the Penalties for Falsifying Information, as printed in this application. I understand that any deliberate omission, misrepresentation, or falsification of any information contained in this application or contained in any communication supplying information to Medicare, or any deliberate alteration of any text on this application form, may be punished by criminal, civil, or administrative penalties including, but not limited to, the denial or revocation of Medicare billing privileges, and/or the imposition of fines, civil damages, and/or imprisonment.
3. I agree to abide by the Medicare laws, regulations and program instructions that apply to this supplier. The Medicare laws, regulations, and program instructions are available through the Medicare contractor. I understand that payment of a claim by Medicare is conditioned upon the claim and the underlying transaction complying with such laws, regulations, and program instructions (including, but not limited to, the Federal anti-kickback statute and the Stark law), and on the supplier's compliance with all applicable conditions of participation in Medicare.
4. Neither this supplier, nor any five percent or greater owner, partner, officer, director, managing employee, authorized official, or delegated official thereof is currently sanctioned, suspended, debarred, or excluded by the Medicare or State Health Care Program, e.g., Medicaid program, or any other Federal program, or is otherwise prohibited from supplying services to Medicare or other Federal program beneficiaries.
5. I agree that any existing or future overpayment made to the supplier by the Medicare program may be recouped by Medicare through the withholding of future payments.
6. I will not knowingly present or cause to be presented a false or fraudulent claim for payment by Medicare, and I will not submit claims with deliberate ignorance or reckless disregard of their truth or falsity.
7. I authorize any national accrediting body whose standards are recognized by the Secretary as meeting the Medicare program participation requirements, to release to any authorized representative, employee, or agent of the Centers for Medicare & Medicaid Services (CMS) a copy of my most recent accreditation survey, together with any information related to the survey that CMS may require (including corrective action plans).

SECTION 15: CERTIFICATION STATEMENT (Continued)**B. 1ST Authorized Official Signature**

I have read the contents of this application. My signature legally and financially binds this supplier to the laws, regulations, and program instructions of the Medicare program. By my signature, I certify that the information contained herein is true, correct, and complete and I authorize the Medicare fee-for-service contractor to verify this information. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the Medicare fee-for-service contractor of this fact in accordance with the time frames established in 42 CFR § 424.516.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Authorized Official's Information and Signature

First Name	Middle Initial	Last Name	Suffix (e.g., Jr., Sr.)
Telephone Number	Title/Position		
Authorized Official Signature (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)			Date Signed (mm/dd/yyyy)

(blue ink preferred)

C. 2ND Authorized Official Signature

I have read the contents of this application. My signature legally and financially binds this supplier to the laws, regulations, and program instructions of the Medicare program. By my signature, I certify that the information contained herein is true, correct, and complete and I authorize the Medicare fee-for-service contractor to verify this information. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the Medicare fee-for-service contractor of this fact in accordance with the time frames established in 42 CFR § 424.516.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Authorized Official's Information and Signature

First Name	Middle Initial	Last Name	Suffix (e.g., Jr., Sr.)
Telephone Number	Title/Position		
Authorized Official Signature (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)			Date Signed (mm/dd/yyyy)

All signatures must be original and signed in ink (blue ink preferred). Applications with signatures deemed not original will not be processed. Stamped, faxed or copied signatures will not be accepted.

SECTION 16: DELEGATED OFFICIAL (OPTIONAL)

- You are not required to have a delegated official. However, if no delegated official is assigned, the authorized official(s) will be the only person(s) who can make changes and/or updates to the supplier's status in the Medicare program.
- The signature of a delegated official shall have the same force and effect as that of an authorized official, and shall legally and financially bind the supplier to the laws, regulations, and program instructions of the Medicare program. By his or her signature, the delegated official certifies that he or she has read the Certification Statement in Section 15 and agrees to adhere to all of the stated requirements. A delegated official also certifies that he/she meets the definition of a delegated official. When making changes and/or updates to the supplier's enrollment information maintained by the Medicare program, a delegated official certifies that the information provided is true, correct, and complete.
- Delegated officials being deleted do not have to sign or date this application.
- Independent contractors are not considered "employed" by the supplier, and therefore cannot be delegated officials.
- The signature(s) of an authorized official in Section 16 constitutes a legal delegation of authority to all delegated official(s) assigned in Section 16.
- If there are more than two individuals, copy and complete this section for each individual.

A. 1ST Delegated Official Signature

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)			

Delegated Official First Name	Middle Initial	Last Name	Suffix (e.g., Jr., Sr.)
Delegated Official Signature (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)			Date Signed (mm/dd/yyyy)
<input type="checkbox"/> Check here if Delegated Official is a W-2 Employee			Telephone Number
Authorized Official's Signature Assigning this Delegation (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)			Date Signed (mm/dd/yyyy)

(blue ink preferred)

BOARD OF SELECTMEN MEETING

August 21, 2018

NEW BUSINESS

I.

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

BOARD OF SELECTMEN MEETING

August 21, 2018

OLD BUSINESS

J.

**Final Review and Approval of Letter of Review for
Open Space and Recreation Plan**

(10 minutes)

- Draft Motion
- Draft Letter of Review of the Open Space and Recreation Plan
- Draft Open Space and Recreation Plan Update

BOARD OF SELECTMEN MEETING

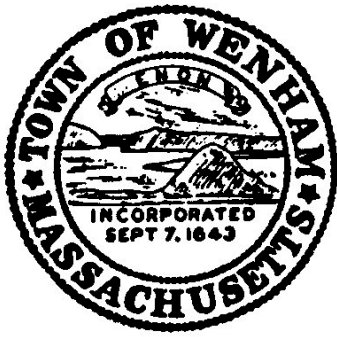
August 21, 2018

DRAFT MOTION

Open Space and Recreation Plan

- Vote: I move to approve the Letter of Review of the Open Space and Recreation Plan and authorize Catherine A. Harrison to execute the letter on behalf of the Selectboard.

Seconded / Discussion/ Vote



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

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

August 21, 2018

Melissa Cryan
Massachusetts Executive Office of Energy and Environmental Affairs
100 Cambridge Street
Suite 900
Boston, MA 02114

Dear Ms. Cryan,

The Town of Wenham Board of Selectmen has reviewed the draft Wenham Open Space and Recreation Plan 2018 update and we strongly support the application for approval to the State's Office of Energy and Environmental Affairs. We believe it is a thoughtful, comprehensive, and well-written report that accurately reflects the Town's core values.

As part of our annual goal setting process two years ago, the Board identified completing an update to this important land use planning document as a priority goal. Since then, we have reconstituted the committee and have strived to support their collective efforts to move forward with this initiative, including securing funding to hire a consultant to assist in shepherding this project through to completion. The Open Space and Recreation Committee has kept the Board apprised of their progress throughout and has done an outstanding job of soliciting resident input.

As part of our formal review of the final version of the document, we provide the following general commentary:

- Continued "check-ins" with the public are necessary to test the validity of the assumptions made based on the feedback that was collected in developing this update to the plan.
- Any action that has a policy component must include the Board of Selectmen. The Selectmen and/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 the priority Chapter 61 parcels.
- 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. Accordingly, OSRC membership should always include a liaison to critical boards and committees.

Specifically, we offer the following recommended changes and additions:

- Insert the following language in Section 3 related to *Improved Recreational Facilities*: "Wenham Bicycle/Pedestrian Master Plan: Beginning in 1997 and

continuing through 2014, the Wenham Bicycle and Pedestrian Advisory Committee, appointed by the Wenham Board of Selectmen, completed construction of sidewalks/walking paths on 8 major roadways in Wenham. These included Larch Row, Walnut Road, Topsfield Road, Cedar Street, Maple Street, Cherry Street, Grapevine Road, and Pleasant Street. The committee consisted of many concerned citizens as well as Selectmen and staff from the Department of Public Works and Police Department. The work was accomplished in accordance with a Town-funded Master Plan that had been completed and approved in 1999. The committee raised approximately \$300,000 through private fundraising to finance the majority of the projects.”

- The final paragraph of Section 2a Infrastructure - Transportation System should be rewritten to reference the work of the Bicycle Committee. The comment that “Many streets in Wenham do not have sidewalks” is misleading and out of context. All streets were considered in the Bicycle Plan but could not be accommodated at that time for a variety of reasons.
- Insert the following language in Section 3a, Regional Context, regarding the Wenham Rail Trail: “The trail is part of a regional effort know as Border to Boston (BtoB) trail involving 8 towns presently but is also part of the East Coast Greenway. Stretching from Florida to Maine, the trail, when completed, will be mostly off-road. The Rail Trail Committee, appointed by the Selectmen, worked for several years with the Towns of Danvers and Topsfield to complete the portion of the trail located in Wenham.”
- Section 7, Analysis of Needs, should be revised to reference the extensive work of the Bicycle Committee and any reference to the Walk Wenham Committee should be deleted (including references to such in Section 9, Seven-Year Action Plan).
- The following boards, committees, or officials should be added or removed as responsible parties in Section 9, Seven-Year Action Plan:
 - Add Board of Selectmen to Goal 1; Objective 1; Action 2
 - Add Finance and Advisory Committee to Goal 1; Objective 1; Action 6 (replacing the Economic Development Committee)
 - Remove Open Space and Recreation Committee and Conservation Commission from Goal 1; Objective 2; Action 1 and amend that action item to read as follows: “Evaluate and potentially acquire high priority Chapter 61 parcels as they become available; or protect through other means”
 - Add Board of Selectmen to Goal 1; Objective 2; Action 3 (replacing the Conservation Commission)
 - Add Town Administrator and Board of Selectmen to Goal 1; Objective 3; Action 6
 - Add DPW to Goal 2; Objective 2; Action 4 (replacing OSRC)
 - Add Joint Recreation Board to Goal 3; Objective 2; Actions 1, 4, and 5
 - Add Hamilton-Wenham Regional School District to Goal 3; Objective 2; Action 3 (replacing Recreation Department)
 - Add Board of Selectmen to Goal 3; Objective 2; Actions 4 and 5
- Amend Goal 4; Action 2 to read as follows: “Present a bi-annual (2x/year) progress report to the Board of Selectmen in order to know what has been done and what remains to be addressed in terms of current action items.”

- Add Action #3 to Goal 4 to read as follows: “Solicit input from and communicate with all relevant Town boards and committees by appointing liaisons from the OSRC to share information and coordinate interrelated activities/projects.”

These comments are meant in no way to take away from the excellent work that the Committee has done in assembling the update and integrating input from a wide variety of stakeholders.

The Board fully recognizes the need for preservation of our open spaces and for the creation and preservation of recreation opportunities throughout our community. The updated Open Space and Recreation Plan will be an effective tool for furthering Wenham’s efforts to protect its natural assets and retain its rural character, and will provide Town leadership with concrete steps to take in order to make progress in a number of key policy areas. The parcel ranking matrix and right of first refusal policy in particular will position the Selectmen to make informed and timely decisions about the acquisition of Chapter 61 properties that may become available.

We applaud the OSRC’s efforts during this process and will fully support them in their efforts as the plan is implemented in the year ahead.

Sincerely,

Catherine Harrison
Chair, Wenham Board of Selectmen

Cc: Wenham Open Space and Recreation Committee

Town of Wenham
Open Space and Recreation Plan Update
August 2018

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- A. Salem News Op-Ed; Hamilton-Wenham Chronicle Op-Ed; Hamilton-Wenham Chronicle article on second Public Forum
- B. Wenham Open Space and Recreation Community Survey Results
- C. Natural Heritage & Endangered Species Program (NHESP) Fact Sheets
 - a. Level Bog
 - b. Blue-spotted Salamander
 - c. Northern Leopard Frog
- D. Letter from Lynn Harper, Habitat Protection Specialist, NHESP, with attachment “BioMap2”
- E. Memo dated February 27, 2018 regarding discussions with Greenbelt and The Trustees of Reservations
- F. Parcel Ranking Matrix and Instructions
- G. ADA Access Self-Evaluation

Section 1 – Plan Summary

This Open Space and Recreation Plan is the first update since the Town's 2001 Plan. However, the "Recreation Master Plan Report, Towns of Hamilton and Wenham, MA", prepared by Gale Associates, Inc. in 2012, provides more recent information on recreational needs and recommendations.

The Town's overall vision is an open space and recreation system that provides and maintains open space and recreational facilities that meet the needs of its residents for both active and passive uses; protects its environmental and historic resources; and maintains the Town's rural character.

This vision, the goals and objectives, and action plan were developed based on community input from two public forums, a community-wide survey, committee meetings at strategic points in the process, and a Committee charrette.

The goals to achieve the overall vision are:

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.
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.
3. To provide and maintain facilities and resources for active recreation and opportunities for all residents.
4. To sustain the Town's commitment to carrying out this plan.

The Plan updates demographics, current land use, proposed developments, environmental inventory, and inventory of lands of conservation and recreation interest to reflect any changes since 2001; and documents the Town's open space and recreation needs. The seven-year action plan is an overall program to address these needs and achieve the established goals.

While there are many important actions identified, four priority recommendations are highlighted:

1. Evaluate the parcels of land classified under the Chapter 61 program for potential future acquisition. [Chapter 61 is a State law that allows privately-owned properties used for recreation, agriculture, or forestry to receive reduced tax assessments from the municipality. In exchange, this classification gives the Town the right of first refusal if the property is being sold for a different use.] In order to evaluate and prioritize these Chapter 61 parcels, the Plan includes an evaluation system developed as part of the planning process. The purpose of the evaluation system is to help the Town make informed, timely decisions, such as whether to accept or decline the purchase of Chapter 61 land, based on

thorough, objective criteria and community values.

2. 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.
3. Consider the establishment of a funding source for land acquisition to enable the Town to purchase land in a timely manner when it becomes available, especially in regard to Chapter Land parcels.
4. Coordinate with Greenbelt, Essex County's Land Trust, and Essex County Trail Association on open space protection strategies and trail management respectively.

Section 2 – Introduction

A. Statement of Purpose

The purpose of this plan is to provide a document that will guide the Town on policy and decisions involving open space and recreation. The Plan is a critical tool for creating an inventory of a community's protected land and water areas and for identifying undeveloped parcels. It is a blueprint for progress; it establishes priorities and identifies actions over a seven-year period. Further, as the Town looks toward achieving Municipal Vulnerability Preparedness (MVP) Program community designation this coming year, it is important to note the direct relationship of preservation of open space and the mitigation of climate impacts.

The most recent Open Space and Recreation Plan was approved in 2001 by the Division of Conservation Services in the Massachusetts Executive Office of Environmental Affairs. It was prepared by an appointed Open Space Committee under the aegis of the Conservation Commission. There was an initiative in 2013 that made progress but did not result in a completed plan. The Hamilton-Wenham Recreation Department engaged Gale Associates to assist the joint Department with the development of a recreation facilities needs assessment and master plan. This report, "Recreation Master Plan Report, Towns of Hamilton and Wenham, MA" was completed in 2012 and provides background and guidance for this Plan.

The Town does have a history of open space planning. The Wenham Conservation Commission first published open space and conservation goals in the form of a multi-page brochure in 1973. This was followed by the "Open Space Study" in 1977 and an "Open Space and Recreation Plan" in 1986, both of which were approved by the Division of Conservation Services in the Massachusetts Executive Office of Environmental Affairs. In 1989, the ad hoc Open Space and Housing Study Committee published "Guiding Growth for Tomorrow" in two volumes: "Wenham's Landscape" and "Final Report and Recommendations".

B. Planning Process and Public Participation

The planning process began with the approval of funding at the 2017 Annual Town Meeting. The Planning Coordinator worked with the 6-member Open Space and Recreation Committee, which consists of representatives from the Conservation Commission, Planning Board, Water Commission, and Community Preservation Committee to move this plan forward. Following an RFP process and interviews, the Open Space and Recreation Committee (OSRC) selected The Ciccolo Group, LLC as their consultant. The kickoff meeting with the OSRC and the Economic Development Committee (EDC) was held in September, 2017 and was attended by members of the Board of Selectmen. A member of both the EDC and Recreation Commission volunteered to serve as liaison to the OSRC.

Members of the OSRC included:

Chris Gajeski, Chair (resigned May, 2018)
Asma Syed, Vice Chair (Conservation Commission)
Bill Wilson
Ann Weeks (Planning Board)
Ernest Ashley (Water Commission)
Tom Starr (Community Preservation Committee)
Len Dolan – Recreation Commission Liaison
Norman Tarr – EDC Liaison

Margaret Hoffman, Planning Coordinator, staffed the OSRC.

The outreach and public participation included:

1. An Op-Ed prepared by the OSRC and the consultant was published in both the Salem News and the Hamilton Wenham Chronicle (see Appendix A) with the goal of launching the community outreach process.
2. A Community-wide Forum was held in early November after being advertised through an extensive email distribution list prepared by the Planning Coordinator, including all boards and commissions, and local organizations, including Library Trustees, Council on Aging, First Church, Mother's Club, Rotary, League of Women Voters, Hamilton-Wenham Youth Soccer Association, Hamilton-Wenham Little League, Boy Scouts, Girl Scouts, Wenham Village Improvement Society, Garden Club, Community House, Friends of Buker, Pingree Park Playground Committee, Friends of the Arts, Wenham Museum, and Wenham Tea House.
3. Flyers were placed at Town Hall, the Library, the Council on Aging, and local businesses, and sent to The Salem News, Hamilton-Wenham Chronicle, and the North Shore section of the Sunday Boston Globe. The Forum was well-attended with lively discussions on needs and opportunities, priorities, how to increase connectivity of resources, and how to increase use of existing resources. A reporter from the Hamilton-Wenham Chronicle attended the event and an article about the Forum appeared in the next edition.
4. A community-wide on-line and paper survey was launched on November 2, 2017 (see Appendix B for results). It was marketed through the same extensive email distribution lists as the Forum, the local paper, and social media, and its availability announced at the Forum. The Superintendent of the Hamilton-Wenham Regional School District also sent an email to all Wenham parents in the School District's database regarding the survey in an effort to expand outreach.
5. The OSRC meetings were held at strategic points in the process and were open to the public. A hands-on working meeting was held in the form of a charrette to brainstorm with the Committee.
6. The Ciccolo Group posted the survey link and color image of the survey flyer to their Facebook page and tagged the following FB pages/groups in order to encourage cross pollination with their followers: Wenham Town Clerk, Hamilton-Wenham Recreation

Department, Town of Wenham, Hamilton-Wenham Public Library, Hamilton-Wenham Public Library Children's Room, Hamilton-Wenham Public Library Young Adult, The Friends of the Hamilton-Wenham Public Library, Hamilton-Wenham Chronicle, Wenham Museum, Wenham Tea House, Wenham Fire Department, Wenham Police Department, Wenham Country Club, Wenham Lake, Hamilton-Wenham Regional High School, Hamilton-Wenham Patch, League of Women Voters of Hamilton-Wenham, MA, North Shore Patch, Wicked Local North of Boston, The Salem News, Essex County Trail Association (ECTA), Essex National Heritage Area, and HWLL - Hamilton Wenham Little League South Hamilton, Massachusetts.

2. A second community-wide Forum in May 2018 was extensively advertised in the same manner as the first Forum. The purpose was to share information and provide an opportunity for additional input. The consultant updated the community on what was learned during the course of the project, including the results of the community survey, proposed goals and objectives, how they reflect the values of the community, and the plan recommendations. The maps showing regional context, zoning, soils and geological features, water resources, open space inventory, and unique features were displayed for public viewing and referenced during the presentation. (See Appendix A for media coverage.)
3. The Committee also posted the draft narrative on the Town's website for additional public review and comment.

Section 3 - Community Setting

A. Regional Context

Wenham is situated inland twenty-one miles north-northeast of Boston. The Town is long and narrow, measuring nearly six miles from east to west and ranging from three-quarters to two-and-a-half miles wide north to south. Wenham is bordered by Beverly to the south, Danvers and Topsfield to the west, Hamilton to the north, and Beverly and Manchester-by-the-Sea to the east (see Regional Context - Required Map 1). The MBTA commuter rail line, Interstate Route 128, and Routes 1, 1A, 97, and 22 link Wenham to Boston and other cities and towns within the region.

The location of the Town near Boston and the coast, its rail and roadway commuter links, its well-regarded school system, and its small town, rural character make Wenham a highly desirable residential community. In recent decades, Wenham has gradually changed from a community of local business people, town employees, estate owners and their employees, to one of professionals who, for the most part, commute to workplaces outside of town. With this shift, the community has experienced increased demand for high-quality public education and recreational facilities. The Town has generally managed to grow at a comfortable pace and still contains a significant amount of undeveloped land. The growth rate has been moderated by the abundance of wetlands and ledge outcroppings, continued family ownership of large estates, acquisition of land for water supply protection and conservation, the absence of a public sewage disposal system, and the Zoning Bylaw.

Wenham is located within the Ipswich River Watershed and plays a significant role within the region in terms of watershed and aquifer protection. Nearly 40% of Wenham is comprised of water bodies and wetlands, including the Ipswich River, Miles River, Wenham Lake, Longham Reservoir, Coy Pond, Pleasant Pond and the Salem-Beverly Waterway Canal, which is fed by the Ipswich River. The most significant wetland is the Great Wenham Swamp adjacent to the Ipswich River in the northwest corner of town because it serves as the primary recharge source for the water supply wells in Wenham and Hamilton. Longham Reservoir, Wenham Lake, and the Canal are used by the Salem-Beverly Water Supply Board (SBWSB) to provide drinking water to Salem and Beverly. The City of Beverly provides water to Gordon College and some houses in eastern Wenham. The watershed for the water supply for the Town of Manchester-by-the-Sea includes the entire Coy Pond watershed in the eastern end of town. This watershed also feeds Round Pond, Chebacco Lake, Alewife Brook, and the Essex River, which are all important water resources in Hamilton and Essex.

Several major conservation areas, including Long Hill, J.C. Phillips Nature Preserve, and the Ipswich River Wildlife Sanctuary straddle Town boundaries with Beverly and Topsfield. The Wenham Rail Trail completed 2010-2011 off Route 97 connects Wenham to the Danvers Rail Trail and the Topsfield Linear Common Trail. The goal is to connect to an increasingly large trail network to eventually link towns in the Boston area and along the entire East coast. The pathway along the Salem-Beverly Canal connects at its northern end to the Topsfield Linear Common Trail and connects to Cherry Street in Wenham at its southern end.

Wenham is linked with neighboring communities in a number of other ways. The Town shares a joint school system, a joint recreation department and facilities, a public swimming beach, youth recreational leagues, and a library with the Town of Hamilton. Equestrian trail networks link many of the larger estates in Wenham with each other and with trails in abutting towns, including the Myopia Hunt Club in Hamilton. Beverly Municipal Airport covers land within Wenham, Beverly, and Danvers, and includes undeveloped land around its perimeter. Public access is barred for safety reasons, but the land does provide wildlife habitat. Several farms remain in Wenham and provide food for the region. One golf course also serves the region. The Gordon College campus, the Ledyard Farm Equestrian Center, and several tenants at the Town's Iron Rail property are private organizations that provide open space and recreational opportunities. There are significant open space resources in neighboring communities used by Wenham residents, including trails at Myopia Schooling Fields, Chebacco Woods, and Appleton Farms in Hamilton; cross country skiing, walking, and mountain biking trails at Bradley Palmer State Park and Willowdale Mill Reservation in Hamilton and Topsfield; and trails for hiking and wildlife observation at Ipswich River Wildlife Sanctuary in Wenham and Ipswich.

In 2010 the Metropolitan Area Planning Council (MAPC) worked with Wenham, Hamilton, Ipswich, Beverly, Danvers, and Salem to identify regional priority areas for development and open space protection. The Regional Priority Development and Preservation Areas Map is the result of this planning project and shows the consistency of existing and proposed land use at Wenham's borders with its neighboring communities (see Regional Priority Development and Preservation Areas Map.) Land adjacent to Route 128 (Route 128 Boulder Lane and Wenham Border Industrial Land) is proposed for development and is adjacent to land identified as a development area in Beverly. The other shared development area identified is on the border with Hamilton and is the area by the Commuter Rail Station. The parking lot is partially located within Wenham. The areas identified for preservation are substantially consistent with the recommendations of this plan, including the following Chapter 61 parcels: Canaan Farm (now Tendercrop Farm), Angelini Farm, Streeter Farm, Burnett Farm, Wenham Country Club and Golf Course, and the Lakeview Golf Course. However, a flexible development subdivision has been approved for the Lakeview Golf Course and the sale is currently pending. As part of the approval, approximately 26 acres of the total approximate 30-acre parcel will have a

conservation restriction, thereby achieving many of the goals of this plan. Two additional parcels were recommended for preservation: (1) the parcel adjacent to Pleasant Pond, which is still owned by the non-profit, Foundation for Continuing Education, and (2) the parcel formerly known as the “Remington parcel” located near Pleasant Pond. Both of these parcels are identified as parcels of conservation interest in this plan.

B. History of the Community

The first European settlement took place in the Wenham Lake area around 1635. Originally part of Salem Plantation, the Town was incorporated in 1643 with its first meetinghouse by 1641. Principal transportation routes were in place by the mid-17th century: Bay Road (Route 1A) to Beverly and Topsfield Road. The population was essentially stable until 1730. From early colonial times through the nineteenth century, Wenham was primarily an agricultural community. Economic mainstays were agriculture and husbandry.

A period of growth began in the early 19th century. The 18th century core at Cherry Street and Larch Row attracted limited institutional building and modest residential construction. Elite dwellings were drawn to 1A. Drastic change accompanied the mid-19th century arrival of the eastern railroad. The leather industry was established, a period of major institutional building began in the Common and Route 1A vicinity, and commercial activities began to cluster along the 1A corridor. In the mid-1800s, an ice industry developed on the shore of Wenham Lake. Ice from this crystal-clear lake was prized throughout the country, as well as in Europe. Agriculture remained the Town’s most important economic mainstay, supplemented by shoe manufacturing and the ice industry.

With the opening of streetcar connections to Hamilton in the north and Beverly to the south in the late 1880s, Wenham’s commercial and manufacturing sectors faded as they were unable to compete with those in the adjacent towns. Wenham began to evolve into a primarily residential community. Shoe manufacturing moved to Lynn and other communities, the ice business declined with the advent of modern refrigeration, commerce declined, and agriculture changed from being focused on grains and meats to dairy products and vegetables that were needed in the adjacent urban communities. Today’s commuting patterns began at this time with increasing numbers of Wenham residents traveling to adjacent towns for employment opportunities. Residential construction increased along the prestigious Route 1A corridor with scattered and more modest building along the Town’s rural roads.

At the same time, wealthy families discovered the beauty of Wenham and its proximity to Boston. Many large agricultural properties were converted to country estates and linked with carriage roads and equestrian trails. From 1850 to 1900 the population actually declined from 977 persons to 847, but then increased to 1,090 by 1920. The impending construction of Route 128 in the 1940s spurred residential building. Modest dwellings encircled the historic core at Cherry Street near 1A and throughout the rural community, occupying much of the earlier agricultural land.

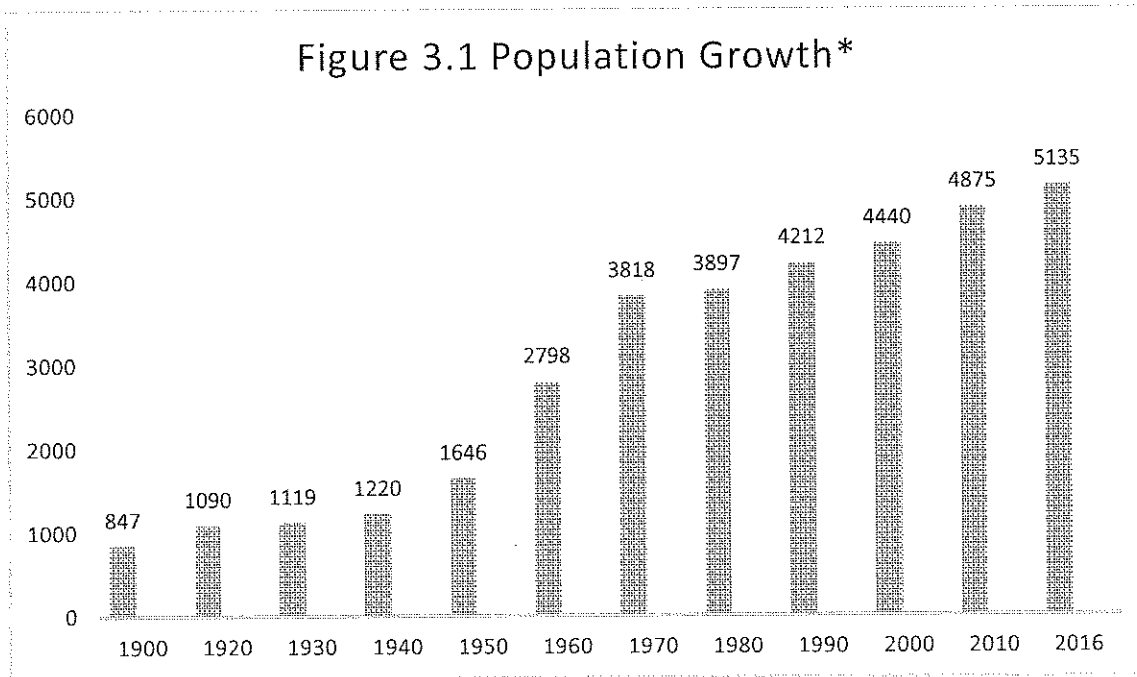


TABLE 3.1 Population Growth*

Year	Total	Percentage Growth
1900	847	
1920	1090	28.7% (over 20 years)
1930	1119	2.6%
1940	1220	9.0%
1950	1646	34.9%
1960	2798	70.0%
1970	3818	26.7%
1980	3897	2.1%
1990	4212	8.1%
2000	4440	5.4%
2010	4875	9.8%
2016	5135	5.3% (over 6 years)

*Sources: 2001 Wenham Open Space and Recreation Plan; U.S. Census; American Community Survey (ACS), December 2017 (most recent data)

C. Population Characteristics

Trends - Like many rural communities, Wenham's population grew slowly during the first half of the twentieth century, and then experienced rapid growth during the "baby

boom" of the 1950s through 1960s, and even into the 1970s. During this period, the Town became more suburban as fields and forests were subdivided for residential use. During the 1980/90s, the Town experienced a "baby boomlet", which led to construction of a new middle school, new playing fields, and other facilities for children. Between 1990 and 2000, the Town grew at a more modest rate of 5.4%, but the population continues to grow, increasing by almost 10% from 2000 to 2016.

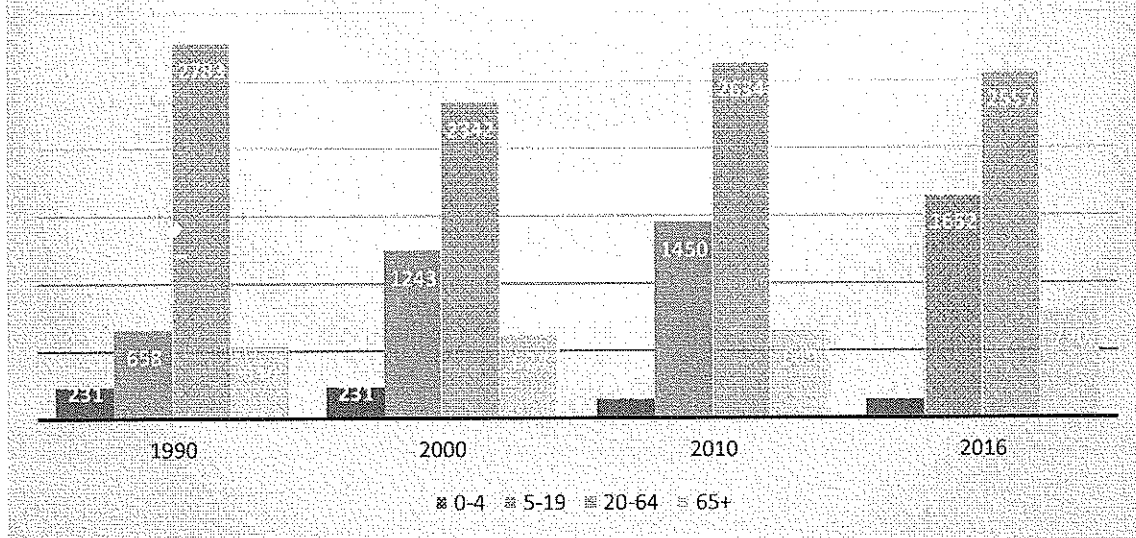
As shown in Table 3.2 and Figure 3.2 below, while the percentage of very young children is smaller, the percentage of the population aged 5-19 years continues to grow as the Town remains a highly desirable community for families with school-aged children due to the school system's excellent reputation. This results in a high demand for recreational facilities. This age group also reflects students living at Gordon College and other group quarters, which totaled 1,253 persons in 2010. It is also worth noting that the percentage of the population aged 65+ is increasing, which leads to a demand for more passive recreation, such as trails and walking paths. From 2000 to 2010 this can be attributed to some degree to the 24 units of 55+ housing at The Boulders, which was completed in 2007.

TABLE 3.2 Age of Population 1990-2016
(Source: U.S. Census; ACS 2017)

Age	1990		2000		2010		2016	
	#	%	#	%	#	%	#	%
0-4	(0-5) 231	5.5	231	5.2	142	2.9	136	2.6
5-19	(5-18) 658	15.6	1243	28.0	1450	29.7	1652	32.2
20-64	(18-65) 2783	66.1	2342	52.8	2634	54.0	2557	49.8
65+	540	12.8	624	14.1	649	13.3	790	15.4
Total	4,212		4,440		4,875		5,135	

Figure 3.2 Age of Population

Source: U.S. Census; ACS 2017



The Metropolitan Area Regional Planning Council (MAPC) projected population growth for its 101 cities and towns in January, 2014 based upon two different scenarios – “status quo” and “stronger region”. Each scenario reflects different assumptions about key trends. The “Status Quo” scenario is based on the continuation of existing rates of births, deaths, migration, and housing occupancy. Alternatively, the “Stronger Region” scenario explores how changing trends could result in higher population growth, greater housing demand, and a substantially larger workforce. However, you can see by Table 3.3 below, that Wenham’s population was estimated to decrease under both scenarios, while, in actuality, it has increased since 2010 (see Table 3.2 above).

Table 3.3 MAPC Projections

	2010 Census	2020 (est.) Status Quo	2020 (est.) Stronger Region	2030 (est.) Status Quo	2030 (est.) Stronger region
Total Population	4,875	4,552	4,633	4,336	4,446
Households	3,622	3,302	3,383	3,087	3,196
Group Quarters	1,253	1,250	1,250	1,249	1,249

Population density - The Town still retains its rural character, with active farms, wood lots, equestrian centers, protected open space, and large private estates located in all parts of town. Population density is low; in 2016 it was 628 persons per square mile compared with a population density in Essex County of 929 persons per square mile and 814 persons per square mile in Massachusetts.

TABLE 3.4 Population Density
(Source: ACS 2017)

	Population	Land Area in sq. mi.	Density per sq. mi.
Wenham	5,135	8.18	628
Essex County	769,362	828	929
Massachusetts	6,742,143	8,284	814

Family Income – Wenham has a higher median household income, significantly smaller percentage of households living below the poverty level, lower unemployment rate, and higher educational attainment in comparison with Essex County and Massachusetts as a whole. See Figures 3.3 and 3.4, and Table 3.5 below.

Figure 3.3 Median Household Income
(Source ACS 2017)

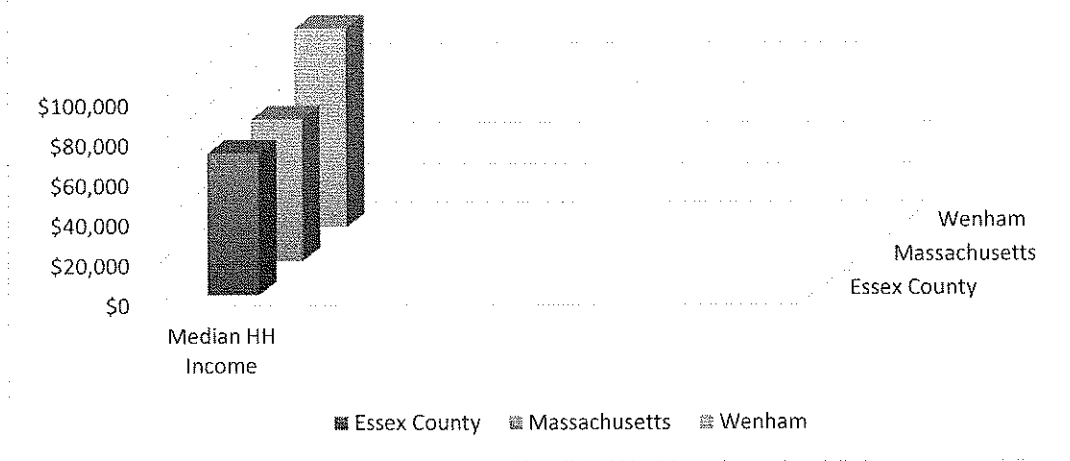
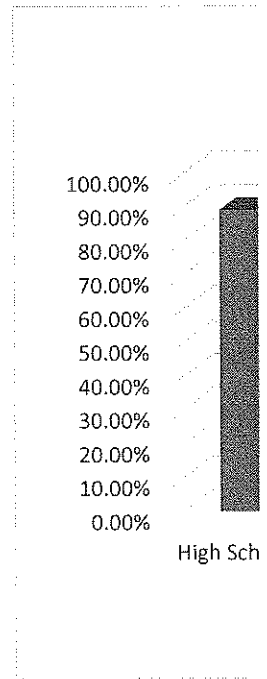


TABLE 3.5 Demographics
(Source: ACS 2017)

	Wenham	Essex County	Massachusetts
Median Household Income	\$99,375	\$70,886	\$70,954
HHs Living Below Poverty	1.6%	8.4%	8.0%
Unemployment Rate	3.9%	7.0%	6.8%
High School Graduate	99.2%	89.3%	90.1%
Bachelor's Degree or Higher	67.2%	38.0%	41.2%



Improved Recreational Facilities - The "Recreation Master Plan Report" was completed in 2012 for the Towns of Wenham and Hamilton. Based on recommendations in that report, recreational facilities were significantly improved through the joint efforts of the Town of Wenham and the Town of Hamilton, which share a Recreation Department. The Hamilton-Wenham pool received a major upgrade, including ADA accessibility, and just reopened in the summer, 2017. Improvements were made to Patton Park, including improved courts, new playground structures, and new dugouts. A new playground has recently been installed in Pingree Park and the bathrooms have been upgraded, including ADA accessibility. Major improvements to the Regional High School athletic facilities have been designed and permitted by both the Planning Board and Conservation Commission. The project includes replacement of the existing football field and surrounding track, turf for one of the back baseball and soccer fields, and lighting for fields, but is not yet funded. These improvements are considered the first phase of a larger project, which would include new bleachers and a concession stand among other features. Facilities used significantly more often than others are the Pool, Patton Park, and the High School.

Employment –There are no major employers located in Town. A former advertising agency with a significant number of employees left Wenham to relocate in Boston. The site is now the Home of The Academy at Penguin Hall, an all-girls preparatory high school. It is unlikely that any new industries will move into Town given its zoning, lack of suitable land, lack of sewer, and limited highway access. According to the U.S. Census, there were 74 business establishments in Wenham with 1,300 paid employees in 2010. The Metropolitan Regional Planning Council (MAPC) produced employment projections for its long-range transportation plan, 2015. Those projections indicate estimated growth of only 132 jobs in Wenham between 2010 and 2040. However, according to the U.S. Census, there were 77 business establishments in 2015 with 1,829 paid employees, indicating that there has been an increase of 529 employees since 2010, exceeding MAPC projections.

Agriculture still plays an important role in the Town and the continued use of land for this purpose is strongly supported by the community as evidenced by the lease of Town-owned land to The Food project, a non-profit agency.

D. Growth and Development Patterns

1. Patterns and Trends

As described in subsection B above, the Town has grown from its agricultural roots through a period of turn-of-the-century estates into the more rapid residential subdivision growth of recent decades. This is largely due to improved commuter transportation facilities, as Wenham residents have easy access to Boston via commuter rail in the adjacent Town of Hamilton.

Wenham remains a predominantly residential community with limited commercial enterprise, and one small industry, a specialty machine shop. There are small professional offices and a few stores clustered around the town center, two retail shops in the western section of Wenham, and another small commercial center with a variety of businesses at the north end of Route 1A adjacent to the larger commercial district in the center of Hamilton. The only filling station in town is on the Hamilton border, and there is no grocery store, bank, or dry cleaner. Wenham residents rely heavily on neighboring communities for goods and services.

Many of the country estates have evolved into residential and educational use, including Gordon College, The Academy at Penguin Hall, Ledyard Farm, the Iron Rail, and a number of residential subdivisions. Some remain as private estates. Among these, several are protected with conservation restrictions, or have agricultural or forestry tax classifications. A few have been acquired by private land trusts for public conservation land, including Mass Audubon Cedar Pond Sanctuary, Long Hill, the Ipswich River Wildlife Sanctuary, and the Mass Audubon Endicott Regional Center.

Despite these changes in land use, Wenham's rural heritage has remained visible in its stone walls, open meadows, farmhouses and outbuildings, and tree-lined streets. However, growth pressures for additional residential units could impact open space and recreation, as well as Town character.

2. Infrastructure

a. Transportation system

The primary mode of transportation in Wenham is by automobile. There is no bus service within or through the town. The MBTA station on the Hamilton-Wenham border on Route 1A provides commuter rail service from Boston to Newburyport and points in between with 194 associated parking spaces.

Beverly Municipal Airport provides aerial access to Beverly and the North Shore region for private, business, and corporate aircraft.

Major roadways include Route 1A (Main Street), Route 97 (Topsfield Road), Route 22 (Essex Street/Rubbly Road), and Interstate Route 128. Routes 1 and I-95 are a short distance from Route 97 beyond the western end of Town. Routes 1A and 97 run north and south. Route 1A is the more heavily travelled as it provides a major connection from Route 128 through North Beverly into Wenham, Hamilton, Ipswich, and points north. Route 1A carries a heavy flow of commuter and business traffic, but is still relatively scenic in Wenham, where it is bordered by Wenham Lake, a golf course, the Town cemetery, a farm, and the Town's Historic District. Route 97 connects Wenham with Beverly, Topsfield, Danvers, and points beyond, and is primarily residential and agricultural in character. Route 22 also runs north-south and is less heavily travelled than Routes 97 and 1A. While Route 128 is a major 4-lane highway, its direct impact in Wenham is less than in some towns because it is less than a mile in length. However, it does bring increasing traffic onto local streets such as Grapevine Road, Larch Row, Cedar Street, and Dodges Row as commuters look for convenient alternatives to the congestion on Route 1A.

There is a paved bike trail along Topsfield Road and Cherry Street. There are sidewalks along most of Route 1A, in the neighborhood around Buker School, and connecting Enon Village (senior/handicapped housing) to Main Street and to the commercial area in South Hamilton. Many streets in Wenham do not have sidewalks.

b. Water Supply

The Town's water supply system is managed by the Wenham Water Department, which is governed by an elected Board of Water Commissioners and managed by a superintendent. The water comes from two deep wells, approximately 50 feet deep,

located off Pleasant Street. These wells draw from beneath the Great Wenham Swamp (backwaters to the Ipswich River), which provides a natural filter. The water is pumped to the 750,000-gallon storage tank on Lord's Hill and the 600,000-gallon storage tank at the Iron Rail property and then through over 27 miles of water mains to Town users. The aquifer lies within the Ipswich River Watershed, a highly stressed water resource for many neighboring municipalities. The Massachusetts Department of Environmental Protection (DEP) has authority under the 1986 Water Management Act to allocate water to cities and towns through a permitting process.

The Town has recently opted not to renew its water withdrawal permit, but retains its water registration with DEP, which is capped at the same 0.39 MGD as the expiring permit. This allocation is sufficient to meet Town needs and has been since the late 1990s. It is sufficient to meet future growth provided the Town can get the highest offenders of outdoor watering to comply with the water ban. (Source: Wenham Water Superintendent). The Water Department has been successful in getting residents to reduce their per capita use through increased prices, consumer education, and water restrictions on outside use during the critical summer months, but the few higher residential users skew the overall number.

The Town wells will safely yield more than the present allocation. However, the Ipswich River was classified as one of the "Most Threatened Rivers in North America" in 1997 by American Rivers, a national organization dedicated to river protection. It was also classified as "impaired" by federal and state environmental officials as recently as 2014, a classification which requires the state to develop a management plan to bring the river back into compliance with federal law.

Gordon College and some residences in the eastern end of town are served by the City of Beverly. A few houses are served by private wells.

c. Sewer Service

Most of Wenham relies on on-site septic systems for sewage disposal. The Gordon College campus is served by the South Essex Sewerage District. Parson's Hill, a 65-unit housing development, is also served by the District. The general absence of public sewers has limited and will continue to limit the siting of development in town. The Town has no plans to provide sewer service.

3. Long-Term Development Patterns

As described above, most of Wenham is zoned for single-family residential use, with two small business districts (see Zoning – Required Map 3). The rest of the Town is zoned for single-family residential development on 40,000 square-foot lots.

The most recent buildout analysis was done in 2000 by the Executive Office of Energy and

Environmental Affairs (EOEEA) for every municipality. Taking into consideration undeveloped land and zoning requirements, the analysis estimated an additional 2,713 residents at buildout and an additional 1,056 households/dwelling units. Using the 1998 figures available at the time, this would mean a population of 7,041 and 2,298 households/dwelling units at buildout. [Note: These buildout numbers do not take into consideration any additional land that may have been protected since 2000. This information differs from the 2014 Metropolitan Area planning Council (MAPC) population projections, which are lower and based on demographic trends rather than specific parcel analysis. See earlier discussion and Table 3.3.]

In response to a concern about development and loss of open space, the Town adopted the Residential Open Space Community (ROSC) amendment to the Zoning Bylaw. The ROSC bylaw permitted smaller lot sizes and reduced frontage in exchange for the preservation of separate open space lots within the subdivision, as well as a density bonus for affordable units. This density bonus could increase the ultimate full build-out population of Wenham, but would be tempered by the ongoing need to provide on-site sewage disposal.

Three ROSC subdivisions, with a total of 71 new lots and approximately 65 acres of open space, were approved: the Beals Estate on Walnut Road, the Williams property on Hull Street, and Parson's Hill on Grapevine Road. Other than these three developments, most development was on smaller parcels resulting in one to three housing units.

In the late 1980s, the Town also amended the Zoning Bylaw to permit multifamily housing for the elderly under certain conditions.

In 2009 the Town adopted a Flexible Development Bylaw, which effectively replaced the Residential Open Space Community provision. The purpose, as stated in the Zoning Bylaw, is to: 1) Encourage the preservation of open land for its scenic beauty and to enhance agricultural, open space, forestry, and recreational use; 2) Preserve historical and archeological resources; to protect the natural environment, including the Town's varied landscapes and water resources; 3) Protect the value of real property; 4) Promote more sensitive siting of buildings and better overall site planning; 5) Perpetuate the appearance of the Town's traditional New England landscape; 6) Facilitate the construction and maintenance of streets, utilities, and public services in a more economical and efficient manner; 7) Offer an alternative to standard subdivision development; and/or 8) Promote the development of housing affordable to low, moderate, and median income families.

Wenham Pines, a 23-unit development on Main Street, is being developed under the Flexible Development Bylaw. A Conservation Restriction on 26.1 acres has recently been granted to the Wenham Conservation Commission.

Thus, while residential growth will continue, it will continue to be more closely coupled with open space protection than under the traditional 40,000 square-foot lot zoning.

Table 3.6 Developments Since the 2001 Plan (Source: Wenham Planning Department)

Name	Map and Parcel	Year completed or planned	Total Housing Units	Educational S.F.
Dearborn Farms	35-064A, 064B	2002	2	
Smith	37-006, 006A, 006B, 006C	2007	4	
Clough	31-004, 005, 005A	2006	2	
Weaver	18-052A	2020 (permitted, not developed)	1	
Settlers Lane	8-015 thru 015E	2015 (all but one developed)	6	
Miles River Estates	41-004, 41-012	2018	2	
The Boulders (senior housing)	13-138	2007	24	
Penny Lane	48-012A, 012B	2012	2	
The Academy at Penguin Hall		2016	0	105,000
Spring Hill Farm	39-008, 008A, 008B, 008D	2018 (permitted, not developed)	18	
Maple Woods (40B)	23-016	2020 (under appeal)	60	
Wenham Pines (Flexible Development)	27-036, 27-044	2020 (permitted, not developed)	23	

Given the attractiveness of the Town's landscape, location, schools, and other amenities, Wenham can expect continued demand for additional housing and recreational services in

the future. Areas that are vulnerable to development include remaining large estates that do not have conservation restrictions and land that is only temporarily protected under Chapter 61.

The Town needs to continue initiatives to preserve its rural landscape, forests, and water resources for the purposes set forth in Section 6 of this plan.

Section 4 - Environmental Inventory

A. Geology, Soils, and Topography (see Soils and Geologic Features - Required Map 4)

Wenham's topography is gently rolling with elevations ranging from 35 to 173 feet above mean sea level at Lord's Hill. As with most of New England, the landscape has been strongly influenced by the work of Pleistocene glaciers over older geological formations. Lord's Hill, Long Hill, and the hill at the western end of Route 97 (Angelini's farm) are all drumlins. The eastern end of town has a number of rocky knobs with bedrock outcrops and thin till soils. Much of the town is characterized by glaciofluvial or moraine deposits of till, sand and gravel. Some of the latter deposits have been mined for construction. Some of the lower land in Wenham is covered with late-glacial or post-glacial marine clay deposits from a period when the oceans were higher. Wetlands and water bodies cover about 46 percent of the town. The wetlands contain extensive recent deposits of peat and muck. Common landscape features include freshwater marshes, shrubby and wooded swamps, agricultural fields, forests, meadows, streams and ponds.

Soils represent a mixture of types formed through glacial outwash, organic deposits, alluvial and urban development. Prime farmland soils total approximately 925 acres, 18% of the land area, according to MassGIS and the Town of Wenham GIS. (See Soils and Geological Features Map 4). However, much of this land has been developed, primarily for residential and some commercial use, as evidenced by the lot lines shown on the map. Prime farmland soil has the fewest limitations for development because of its characteristics. The dry, well-drained, and loamy soil has rapid permeability and supports septic systems well. In addition to agriculture and development, the soil supports woodlands and recreational uses. Currently, there are 306 acres of agriculture and forestry land under the temporary protection of Chapter 61. The Town needs to plan for protection of its remaining prime farmland and agricultural resources given the soil suitability for other competing uses.

Shallow bedrock covers approximately 573 acres, representing approximately 11% of the land area, located primarily in the eastern part of town. This soil is severely limited for development in terms of septic systems because of the shallow bedrock. However, land can be developed for residential and other uses if sewer service is provided. The Gordon College campus and Parson's Hill, a 65-unit housing development, are both served by the South Essex Sewerage District. The general absence of public sewers has limited and will continue to limit the siting of development in town, especially in this type of soil.

Approximately 42%, 2,168 acres, of Wenham is comprised of wetlands. These very poorly drained and mucky soils have severe limitations for development because of wetness and inability to support heavy loads, but do support wildlife.

Thick till and moraine encompasses approximately 215 acres (4%) located primarily in the western part of town. Bedrock outcrops and thin till are found throughout town.

B. Landscape Character

Wenham is a town of winding roads lined with sugar maples, hemlock, larch, white pine, oak, and other mature trees. Stone walls, open meadows, fields of corn and strawberries, and old barns reflect the Town's agricultural heritage. Marshes, red maple swamps, streams, and ponds are visible reminders of Wenham's rich water resources. It is not uncommon to see deer, coyotes, wild turkeys, herons, egrets or other wildlife. Steep bedrock outcrops give the landscape a rugged feeling in the eastern end of town.

The open top of the drumlin at the western end of Topsfield Road provides a spectacular view of the Great Wenham Swamp and the hills beyond. Walnut Road, Larch Row, Cherry Street and Cedar Street have been designated "Scenic Roads" under MGL Ch. 40, sec. 15C, and the Town placed a scenic easement on Town lands which abut Route 128 to preserve the view of forested land from Route 128.

The Main Street Historic District displays the best concentration of historic architecture and civic buildings, although antique houses are found throughout town.

Most of the undeveloped private land in town is either difficult to build on for environmental reasons or still held in large estates and farms. However, with its strong reputation for a quality educational system and its rural character, the demand for additional housing continues. To the extent that this land does become available for sale, Wenham risks losing its scenic vistas, rural character, wildlife habitat, clean water, and trail networks. Developers are increasingly willing to bear the extra costs of blasting bedrock, importing earth materials, extending water and (Beverly) sewer lines, and replicating wetlands to build upon marginal lands.

C. Water Resources (see Water Resources – Required Map 6)

Both surface water and groundwater resources in Wenham are critical resources for water supply for Wenham and neighboring municipalities. The interplay between Wenham's natural resources and the use of these resources by the neighboring communities of Beverly and Salem for water supply is a highly unusual, if not unique, situation.

1. Watersheds

Wenham is located within the Ipswich River Watershed and plays a significant role within the region in terms of watershed and aquifer protection. Most of Wenham falls

within watershed or aquifer recharge areas.

The easternmost part of town falls within the watershed of the Town of Manchester-by-the-Sea's public drinking water supply. It includes the entire Coy Pond watershed. This watershed also feeds Round Pond, Chebacco Lake, Alewife Brook, and the Essex River, which are all important water resources in Hamilton and Essex.

The western end of town is the watershed for Wenham Lake.

2. Surface water and surface water supplies to water supply reservoirs

Approximately 46% of Wenham is comprised of water bodies and wetlands, including the Ipswich River, Miles River, Wenham Lake, Longham Reservoir, Coy Pond, Pleasant Pond and the Salem-Beverly Waterway Canal, which is fed by the Ipswich River. Nearly 5% of the total area, 247 acres, is open water. Longham Reservoir, Wenham Lake, and the Canal are used by the Salem-Beverly Water Supply Board (SBWSB) to provide drinking water to Salem and Beverly.

Longham Reservoir is a 40-acre man-made reservoir created by impounding the Longham Brook, while the remaining 200+ acres are natural, including Wenham Lake, the other public drinking water supply reservoir in Wenham. Most of Wenham is, however, supplied with water from municipal wells.

The SBWSB treatment plant draws from the southern end of Wenham Lake in Beverly. The entire Ipswich River watershed west of Wenham is also tributary to Wenham Lake via the SBWSB Canal. SBWSB pumps water through a pipeline from the canal into the lake during the high-flow season.

In the east end of town, surface runoff from the surrounding watershed flows into Longham Reservoir. SBWSB transfers water as needed from Longham Reservoir into Wenham Lake. The overflow of Longham Reservoir at its southern point, flows northward through Hamilton, and discharges to the Miles River and eventually into the Ipswich River. The natural outflow from Wenham Lake also flows into the Miles River below Longham Reservoir.

Most of the town falls within water supply protection areas. Water supply protection will continue to be an important priority for Wenham.

In addition to serving as a public water supply, Wenham Lake provides beautiful views from Route 1A and from Cedar Street. The Miles River is the largest watercourse through Town. It is generally too small or too marshy for recreational use, but it provides valuable wildlife habitat.

Several ponds, including Pleasant Pond, Muddy Pond, Cedar Pond, Gull Pond and Coy

Pond, are scattered across the Wenham landscape, providing additional scenic beauty, wildlife habitat, and sites for recreation. Pleasant Pond provides the best recreational access, including swimming at the town beach, boat access, and fishing for trout stocked by the Massachusetts Division of Fisheries and Wildlife. A short stretch of the Ipswich River passes along the Town boundary at the northwest corner of Wenham and provides opportunities for boating and fishing. There is boat access where Route 97 crosses the Ipswich River in Topsfield. Muddy Pond is on private land and is not accessible to the public. Cedar Pond lies within a Massachusetts Audubon Society sanctuary where a trail network provides hiking and cross-country skiing. Gull Pond and Coy Pond are located on the Gordon College campus. There is a swimming beach at Gull Pond, and boating and fishing at Coy Pond. A trail network serves both ponds and adjacent forests and wetlands, which is open to public access.

The water in Wenham's streams and ponds is generally high quality. The Salem-Beverly Water Board owns much of the undeveloped land adjacent to Wenham Lake, Longham Reservoir, and the Salem-Beverly Water Supply Canal, helping to protect water quality and wildlife habitat. Although public use is not encouraged, the Canal is a favorite walking spot, providing access to the heart of the Great Wenham Swamp. To allow for continuing operations, all of the SBWSB lands are crisscrossed with fire and access roads where people enjoy walking. All public access is prohibited surrounding Longham Reservoir and Wenham Lake properties consistent with MassDEP guidelines.

3. Aquifer recharge areas - Zones of contribution to public supply wells

An aquifer is a layer of underground rock or sand which stores and carries water, and from which groundwater can be extracted using a well. A recharge area is the place where water is able to seep into the ground and refill an aquifer. Recharge areas are necessary for a healthy aquifer.

Wenham's two municipal wells are located just south of Pleasant Pond. The Great Wenham Swamp is the primary recharge source for the Town water supply. The land around public water supply wells is delineated by either "Zone I" – land within 400 feet of a well, or "Zone II"– the area which contributes water to the wells.

Haley and Aldrich completed a hydrogeological study and mapped the aquifer boundaries in 1987. Based on this map, the Town amended the Zoning Bylaw in 1990 to include an Aquifer Protection District designed to minimize the impacts of development on the water supply. The aquifer extends into Hamilton and also supplies their wells located near Idlewild Brook. After the Haley and Aldrich study, the Town of Hamilton had Camp, Dresser, and McKee map their aquifers, including the shared aquifer for the wells near Pleasant Pond. The Massachusetts Department of Environmental Protection accepted the Camp, Dresser, and McKee study and the wellhead protection areas for Wenham's wells are based on this mapping.

4. Flood Hazard Areas

The Water Resources Map identifies Wenham's Floodplain Zones, an approximation of the flood hazard areas in town based on FEMA Flood Insurance Rate Maps. Flood zones fall primarily around The Great Wenham Swamp, the Salem-Beverly Water Supply Canal, the Miles River, and the several ponds and reservoirs in town.

5. Wetlands

Wetlands and water bodies cover approximately 46% of Wenham's total land area and are spread throughout the town. Wenham's most significant wetlands occur along the flood plains of the Ipswich and Miles Rivers and their tributaries, in the Great Wenham Swamp, between Beverly Airport and Maple Street, and around Coy Pond. The most significant wetland is the Great Wenham Swamp adjacent to the Ipswich River in the northwest corner of town because it serves as the primary recharge source for the town water supply wells in Wenham and Hamilton. The Great Wenham Swamp comprises 2000 acres, which contribute exceptional scenic and natural value to the region.

The wetlands add significantly to the beauty of Wenham and also provide excellent wildlife habitat for nesting, food, and protective cover.

Wenham's wetlands are protected by the Massachusetts Wetlands Protection Act and the Wenham Water Resources Protection Bylaw, which was passed in 1988 and amended in 2010. It regulates local protection of wetlands and adjacent areas above and beyond the Massachusetts Wetlands Protection Act.

D. Vegetation

Wenham lies within the Southern New England Coastal Plains and Hills Ecoregion, an area comprised of plains with a few low hills. Forests are mainly central hardwoods with some transition hardwoods and some elm-ash-red maple and red and white pine.

More specifically, the rocky, often steep-sided landscape in eastern Wenham is generally covered with eastern hemlock, American beech, white pine, and birch trees, a combination more common in northern New England. Trails in this cool, moist, shaded community offer glimpses of stone walls built during an agricultural past, as well as stark bedrock outcrops exposed by glacial activity. Due to the density of the tree canopy, understory growth is sparse.

Other types of forests are part of the J.C. Phillips Nature Preserve along the southern shore of Wenham Lake. A mixture of upland and wetland vegetation provides a diverse variety of vegetation types for hikers and wildlife. The thick understory contains witch

hazel, blueberry, viburnum, and other native species, and hickory, oak, maple, and white pine provide the canopy. On the lake shore, there are groupings of flood plain community trees such as tupelo and river birch, a species common locally, but rare in the rest of southern New England.

The Massachusetts Division of Fisheries and Wildlife's Natural Heritage & Endangered Species Program (NHESP) and The Nature Conservancy's Massachusetts program developed *BioMap2 Wenham* in 2012 (see Appendix D) to protect the State's biodiversity in the context of climate change. Also see Section F: Scenic Resources and Unique Environments.

According to *BioMap2*, there is one type of Priority Natural Community found in Wenham, the Level Bog (see NHESP Fact Sheet, Appendix C). It is found in the Massachusetts Audubon Cedar Pond Wildlife Sanctuary. Peatlands, commonly called "bogs" or "fens," are wetland communities with accumulations of incompletely decomposed organic material, or peat. Level Bog communities receive little or no streamflow and they are isolated from the water table, making them the most acidic and nutrient-poor of peatland communities. The pH of Level Bogs is in the range of 3 to 4. Level bogs develop along pond margins, at the headwaters of streams, or in isolated valley bottoms without inlet or outlet streams. The Cedar Pond Wildlife Sanctuary is also the site of an Atlantic White Cedar Swamp, a rare ecosystem in this part of New England.

The Great Wenham Swamp is the most extensive tract of undeveloped land in town, extending into Topsfield and Danvers, and containing forest, wetland, and a small area of aquatic core habitats according to *BioMap2*. The River Bulrush (*Bolboschoenus fluvialis*), which grows in the Great Wenham Swamp, is a Species of Conservation Concern. It used to be listed under the Massachusetts Endangered Species Act (MESA), but was delisted about 2011 because new surveys showed it to be more abundant than previously thought. The Massachusetts Audubon Society has documented the vegetation in the portions of the swamp associated with its Ipswich River Wildlife Sanctuary, as well as its Cedar Pond Sanctuary and Endicott Regional Center in Wenham.

There are approximately 306 acres of agricultural and forest land under the temporary protection of Chapter 61 and 61A.

Wenham's streets have been planted with shade trees such as sugar maples, white pines, larches, and oaks, which lend beauty to the landscape.

With its variety of vegetational communities, Wenham is rich in wildlife habitat, scenic views, recreational areas, and agricultural uses, which need to be carefully considered when land use decisions are made.

E. Fisheries and Wildlife

1. Inventory

All the areas noted above offer good wildlife habitat, but there are also relatively rare open meadow communities. While many abandoned fields have either succeeded to mature forest or have been converted to lawns, playing fields, or golf courses, the early successional meadow with its dependent wildlife is found in a number of places in Wenham, including some of the large estates with their equestrian trails, several farms, and land adjacent to Beverly Airport. With managed maintenance and infrequent mowing, carefully timed to avoid disrupting the lifecycle of grassland plants and animals, these meadows can be maintained in healthy condition. With their adjacent hedgerows and stone walls, they contribute greatly to the rural atmosphere of the Town.

Although there is not a thorough inventory of animal species in Town, common wildlife species include deer, fox, skunk, raccoon, rabbit, coyote, wild turkey, snapping turtles, garter snake, spring peeper, and river otter. Less common species include mole salamander, gray tree frog, northern water snake, and wood frog. Numerous animals found in the Endicott Wildlife Sanctuary include the great horned owls, pileated woodpeckers, ovenbirds, wood thrushes, broad-winged hawks, white-tailed deer, and gray foxes, as documented by the Massachusetts Audubon Society. Bald eagles were observed feeding at Wenham Lake very recently. The Great Wenham Swamp has red maple and shrub swamps, cattail marshes, and floodplain ecosystems which are home to a wide variety of terrestrial and aquatic species. Along the Salem/Beverly Water Supply Canal within the Swamp, seasonal concentrations of butterflies have been noted in the unmowed meadow habitat which permits them to complete their reproductive cycles. The open fields and white pine forests of the Cabot Farm on Larch Row support white-tailed deer, coyotes, and other large species. Much of this land is protected by a Conservation Restriction. Pleasant Pond on the southeastern edge of the Great Swamp is a popular fishing area stocked annually with rainbow and brown trout by the Massachusetts Division of Fisheries and Wildlife.

On the south side of Grapevine Road, a series of large estates along the upper Miles River provides additional wildlife habitat. However, this area has become increasingly developed in recent years.

2. Vernal Pools

There are currently eight (8) certified vernal pools and 50 potential vernal pools documented in Wenham. (See NHESP letter dated January 22, 2018, Appendix D.) Five vernal pools have been certified within the Mass Audubon Cedar Pond Wildlife Sanctuary and three certified vernal pools are located in the area on the south side of Grapevine Road. Most of the potential vernal pools are likely to be certified.

Vernal pools are essential to the life cycle of several molesalamanders, one of which is a species of special concern, as noted below. (See Unique Features – Required Map 5 for certified and potential vernal pools.)

3. Rare species

According to the NHESP database, the Town of Wenham currently has habitat for the following rare species listed under the Massachusetts Endangered Species Act (MESA):

Blue-spotted Salamander, (*Ambystoma laterale*)
(see NHESP letter, Appendix D, and NHESP Fact Sheet, Appendix C)

The Northern Leopard Frog, (*Rana pipiens*) is not listed in MESA, but is still a Species of Conservation Concern for *BioMap2* (see NHESP Fact Sheet, Appendix C).



Northern Leopard Frog
Great Wenham Swamp

The Blue-spotted Salamander and Northern Leopard Frog have both been identified in the Great Wenham Swamp and the Blue-spotted Salamander has also been identified in a Core Habitat near, but not adjacent to, Coy Pond.

4. Corridors for wildlife migration

Large intact landscapes provide diverse habitats at a scale necessary to sustain healthy populations of wide-ranging species. There are two portions of larger landscape blocks within Wenham, including the Great Wenham Swamp and land adjacent to Coy Pond. The Great Wenham Swamp has red maple and shrub swamps, cattail marshes, and

floodplain ecosystems which are home to a wide variety of terrestrial and aquatic species. Most of the Swamp is owned by Mass Audubon or the Salem-Beverly Water Supply Board (SBWSB) and is, therefore, protected from development.

There are a number of corridors of species-rich habitats from the northwestern corner of Wenham to the southeastern corner. The SBWSB canal corridor links the Great Wenham Swamp to the Mass Audubon Cedar Pond Wildlife Sanctuary, although a road crossing is required. South of the Sanctuary is Wenham Lake, which is surrounded by the J.C. Phillips Nature Preserve, large tracts of private and SBWSB forests, farms, and limited residential development. Several large farms and undeveloped forested areas connect the west side of Wenham Lake to the Danvers boundary and Leaches Swamp.

Across the Miles River, Cabot Farm abuts the Longham Reservoir, from which the upper Miles River corridor leads to the Town's Iron Rail property. An alternate wildlife corridor runs from the Reynolds and Proctor parcels across land under Conservation Restriction on Ledyard Farm, the Beals estate, and the Phippen Estate, to connect with the Myopia Hunt Club in Hamilton.

In eastern Wenham there are several hundred acres of undeveloped land which stretch from the Iron Rail property to Route 128. Most of this acreage is owned by Gordon College, and abuts extensive undeveloped College land in Hamilton and Manchester-by-the-Sea. Much of the abutting land, known as "Chebacco Woods", is owned by the Towns of Hamilton and Manchester-by-the-Sea and protected in perpetuity. The Town of Wenham owns both unprotected and protected parcels between Route 128 and Hull Street. On the south side of Grapevine Road, a series of large estates along the upper Miles River provides additional wildlife habitat. However, this area has become increasingly developed in recent years.

East of Route 128, there are over 40 acres under a conservation restriction at the Parson's Hill subdivision and Mass Audubon's Endicott Regional Center provides protected wildlife habitat. Corridors continue into Beverly and Manchester-by-the-Sea from this eastern end of Town.

Where roads must be crossed within these wildlife corridors, increasing vehicular traffic has unfortunately taken its toll. Smaller species such as river otters, minks, raccoons, foxes, turtles, frogs, and skunks may take advantage of culverts under roads, where available. While there are a few culverts under Route 128, it presents a more substantial barrier to wildlife migration than most local streets.

Wenham has already protected a variety of wildlife habitats. However, consideration should be given to further protection of undeveloped open space to protect existing biodiversity and ecosystems, including both municipal and private properties. Public education, continuing wildlife documentation, evaluation of wildlife protection priorities, and cooperation among individuals and organizations in Wenham and

neighboring towns will be key to the protection of Wenham's wildlife.

F. Scenic Resources and Unique Environments

1. Scenic Landscapes

- (a) There is a significant area in town that is identified as "Scenic Landscape" by the State Division of Conservation Services as shown on MassGIS (see Unique Features - Map 5). This landscape includes the area from the railroad tracks eastward to Dodges Row from the southern town boundary with Beverly to the northern town boundary with Hamilton; and the area from Grapevine Road northerly to the boundary with Hamilton.
- (b) The following priority heritage landscapes are identified in the "Wenham Reconnaissance Report", which was completed as part of the Essex County Landscape Inventory Program in 2005.

Angelini Farm

The Angelini Farm, located on Topsfield Road (Route 97) in the western part of Wenham, is prominently sited on a hill overlooking the Great Wenham Swamp. The farm is 18.6 acres, 12 of which are in agricultural use (Ch. 61A). The property includes a farmhouse and adjacent barn complex. The Angelinis grow primarily raspberries, corn and tomatoes, which are mostly sold to specialty markets in Boston. The farm is one of the few in Wenham that remains in active agricultural use; it is prominently sited on a major road; it has panoramic scenic views, especially in the autumn when the red maples in the Great Wenham Swamp turn color; and, it lies adjacent to a major wetland and conservation area.

Boyden Estate

The Boyden Estate on Cherry Street is a lakefront property with extensive frontage on the north shore of Wenham Lake. The estate landscape includes open lawns with mature specimen trees, rhododendrons, forested areas, carriage drives and farm fields. There is an early 20th century Georgian brick house at the end of a tree-lined drive. The property also includes 12.7 acres that are under a conservation restriction held by Essex County Greenbelt Association. The Boyden estate is significant to the community as one of the few remaining estates in Wenham; as an area with extensive lake frontage; and as a key property near the center of town.

Tendercrop Farm (formerly Canaan Farm)

Tendercrop Farm is an active farm with fields and greenhouses that sells fresh produce, baked goods, plants and flowers, and meat and poultry. The main location of Tendercrop Farm is located in Newbury. It includes 12.7 acres of leased fields that were formerly part of the Boyden Estate and are now under a conservation restriction. Buildings associated

with Tendercrop Farm include a late 19th century house, a large barn and several greenhouses. Located in the Wenham Historic District, Tendercrop Farm is highly valued because it is the most visible and active farm in Wenham, prominently located on Main Street just south of the Town center.

Fairfield Cemetery, Slave Burying Grounds, Wenham Cemetery

Wenham's burial grounds are all considered priority heritage landscapes. The oldest is Wenham Cemetery on Main Street, which was established in 1681 and remains the community's primary burying ground today. The burial monuments found here reflect over 300 years of local history. Wenham Cemetery is listed on the National Register as part of the Wenham Historic District. The Fairfield Cemetery on William Fairfield Drive was established in 1691. It is a one-acre Town-owned burial ground surrounded by private property. The site is wooded and receives limited maintenance. There are also two slave burial sites in Wenham. One is reportedly located on Dodges Row. The other is reportedly at the end of Boulder Lane near Gordon College where graves were moved in the 1920s. The Town burial agent knows the exact locations.

Haley Horse Farm

The Haley Horse Farm is located on Main Street (Route 1A) at the northern end of town opposite Pingree Field. It includes a seven-horse barn and scenic, highly visible fields with stone walls, post and rail fences and horse jumps. It is an important component of the equestrian activities centered in Wenham and adjacent Hamilton. It also functions as the northern anchor of the Wenham Historic District, but is zoned commercial and lies adjacent to the Hamilton business district.

Larch Farm

Larch Farm at 33 Larch Row was the home of Colonel Timothy Pickering during the Colonial period. It includes a First Period dwelling listed on the National Register, as well as other residential and agricultural buildings that contribute to the overall character of the property. There are also significant landscape features that include wetlands, moraine, farm fields, hedge rows, a stone wall along Larch Row, and a distinctive planting of larch trees that commemorate the 13 colonies (11 of the 13 trees remain). The property still clearly reflects its long history as a farm and rural retreat. Portions have been given to the town as conservation land.

Scenic Roads

Wenham's narrow, meandering tree-lined roads were mentioned by many residents as scenic and historic assets that contribute significantly to the character of the community. Cedar Street, Cherry Street, Larch Row and Walnut Road have been designated as scenic roads in accordance with M.G.L. Chapter 40A-15C in order to protect their scenic quality. After a road has been designated as a scenic road, any repair, maintenance, reconstruction, or paving work cannot include the cutting or removal of trees, or the tearing down or destruction of stone walls, except with the prior written consent of the Planning Board after a public hearing. Mature trees along these designated roads, some of which were originally part of estate plantings, contribute significantly to the character of the roads.

Stone walls are considered particularly important to the Town, especially the Burnham wall along Topsfield Road built ca. 1912 as part of a former estate and the double stone wall on Larch Row. Topsfield Road (Route 97) is scenic, but cannot be designated a scenic road under Chapter 40-15C as it is a numbered route.

Village Center and Wenham Historic District

Wenham's Village Center extends along Main Street (Route 1A) from Cherry Street on the south to the Hamilton line on the north. Key features of the village center include Town Hall, the Wenham Museum, the Common with Civil War monument, the Wenham Congregational Church, residences along Main Street, and Pingree Field and Haley Horse Farm at the northern end. The village center is included in the Wenham Historic District, a local and National Register District that also extends south along Route 1A to the Beverly line, incorporating the Wenham Country Club Golf Course, Wenham Cemetery, Tendercrop Farm, Wenham Lake, and additional residential properties.

Scenic Views

As noted previously, there is a panoramic scenic view of the Great Wenham Swamp from the hill on which Angelini Farm is situated on Route 97. The Town has a scenic easement on Town-owned land that abuts the west side of Route 128. Undeveloped land is also preserved along the eastern side of Route 128 under conservation restrictions associated with the Parson's Hill subdivision and a smaller subdivision at 338 Grapevine Road. Other scenic views include views of Longham Reservoir from Dodges Row (winter), views of Wenham Lake from Main Street, and the view from the bluffs on the north side of Coy Pond into the Gordon College campus and the surrounding forests and wetlands.

1. Major characteristics or unusual geologic features, and any other resources for potential protection and exploration.

- Rocky outcrops and cliffs in eastern Wenham
- Bogs in the Cedar Pond Sanctuary
- Potential vernal pools
- Farms and open meadows

2. Cultural, Archeological and Historic areas

- The Main Street Historic District
- Gordon College campus
- Remnants of the ice houses on Wenham Lake
- Cemeteries on Main Street and William Fairfield Drive

3. Unique Environments (ACEC)

While there are no identified Areas of Critical Environmental Concern (ACEC) in Wenham, there are areas that contain a combination of critical resources.

The Massachusetts Division of Fisheries and Wildlife's Natural Heritage & Endangered Species Program (NHESP), and The Nature Conservancy's Massachusetts program developed *BioMap2 Wenham* in 2012 to protect the State's biodiversity in the context of climate change (see Appendix D). NHESP identified 799 acres of Core Habitat and 906 acres of Critical Natural Landscape in Wenham, representing a significant percentage (33%) of the total land area of 5,210 acres.

According to *BioMap2*:

Open space protected in perpetuity: 1,546 acres, 29.7% of total area of 5,210 acres

Core Habitat: 799 acres; Core Habitat Protected: 681 acres (85.2%)

Critical Natural Landscape: 906 acres; Critical Natural Landscape Protected: 711 acres (78.5%).

Six areas within Wenham are *BioMap2* Core Habitat. They include 1 Aquatic Core, 1 Forest Core, 1 Priority Natural Community Core, 3 Wetland Cores, and areas for 3 Species of Conservation Concern. Adjacent to and overlapping some of these Core Habitats are two areas of *BioMap2* Critical Natural Landscape, including 1 Aquatic Core, 2 landscape Blocks, and 3 Wetland Buffers.

There is one Priority Natural Community found in Wenham, which is the Level Bog found in the Audubon Cedar Pond Wildlife Sanctuary.

The Great Wenham Swamp, the Massachusetts Audubon Cedar Pond Wildlife Sanctuary, and an area by Coy Pond are identified as Critical Natural Landscapes. The Great Wenham Swamp and Cedar Pond Wildlife Sanctuary contain forest, wetland, and aquatic core habitat communities. (See Unique Features - Map 5.)

A core habitat is a habitat (forest, wetland, or aquatic) that is the least disturbed in the state with intact buffers and little fragmentation or other stressors associated with development. Core wetland communities support critical wetland functions (i.e., natural hydrologic conditions, diverse plant and animal habitats, etc.) and are most likely to maintain these functions into the future. Forest Cores are the best examples of large, intact forests that are least impacted by roads and development. Forest Cores support many bird species sensitive to the impacts of roads and development and help maintain ecological processes found only in unfragmented forest patches. Aquatic Cores are intact river corridors within which important physical and ecological processes of the river or stream occur. They delineate integrated and functional ecosystems for fish species and other aquatic Species of Conservation Concern.

Protection and stewardship of core habitat and critical natural landscapes are essential to safeguard the diversity of species and their habitats, intact ecosystems, and resilient natural

landscapes across Massachusetts.

G. Environmental Challenges

Environmental challenges have been evaluated in term of how they influence open space and recreation planning, including hazardous waste sites, landfills, erosion, chronic flooding, sedimentation, new development, ground and surface water pollution, and impaired water bodies. Because land use in Wenham has been primarily residential and agricultural, rather than industrial, environmental problems are fewer than in more urban municipalities. New development is a challenge that is being addressed through a flexible zoning approach, discussed in more detail below.

1. Hazardous waste sites

There are no active 21E sites in Wenham identified on DEP's website.

The Town passed an Underground Storage Tank (UST) Bylaw in the mid 2000's that required tanks to be identified and registered.

Both auto garages, the Mobil Station on Main Street and Burnett's Garage on Maple Street, have indoor, above-ground tanks for used motor oil and other hazardous wastes.

There were a number of hazardous waste sites in Beverly between Beverly Municipal Airport and Route 97. MassDEP was involved in evaluating and cleaning up these sites. Airport Brook runs through these sites and flows under Route 97 into Wenham Lake in Wenham. Upstream of the discharge to Wenham Lake was a coal ash landfill. Because of this situation, several Town boards played an active role in encouraging Beverly's efforts to address the problems in this area. As part of the remediation of the area, impacted sediments in Airport Brook were removed and the landfill capped. Soccer and other playing fields were constructed on the site.

1. Landfills

There are two closed landfills on Woodside Road off Pleasant Street. Both were covered and have not been used for many years.

2. Erosion

Natural erosion has not generally been a problem in Wenham. Erosion from construction sites is closely monitored by the Conservation Commission when they have jurisdiction under state and local wetlands laws.

3. Chronic Flooding

Flooding was the most prevalent serious natural hazard identified during the planning process for the 2012 “Hazard Mitigation Plan”, particularly as it relates to the ongoing issues of flooding and stormwater within the Ipswich River and Miles River watershed where Wenham is located.

Localized flooding has occurred throughout the watershed, particularly around undersized culverts. Beaver activity in the channel of the Miles River also raises water levels and may exacerbate flooding. Invasive vegetation, including purple loosestrife, is a concern. Vegetation clogs the river channel, due in part to low flow velocities and siltation, which alter the natural hydrology.

The Town replaced and enlarged three culverts at Grapevine Road East, Walnut Road, and Larch Row that were damaged during the Mother’s Day storm of 2006. The Essex Street culvert was recently replaced. With climate change, the Town will face changes in precipitation with heavier rainstorms in shorter timeframes, which will likely lead to increased flooding in the future and more extreme events, such as the flooding from the 2006 Mother’s Day storm.

5. Sedimentation

Sedimentation is a long-standing problem in the Miles River. Approximately eight years ago the Miles River Task Force tried unsuccessfully to have the Army Corps of Engineers start a dredging schedule.

Making improvements to the Miles River has continued to be a priority of the Town as stated in the “Hazard Mitigation Plan” completed in 2012 by the Metropolitan Area Planning Council. The Town is currently trying to secure a commitment from the Army Corps of Engineers to conduct a feasibility study regarding improvements to the Miles River, which flows from Beverly through extensive wetlands before reaching the Ipswich River in Ipswich. It provides excellent riparian and wetlands habitat, but faces problems including low flow velocity, nutrient inputs, and barriers to flow. The four watershed communities of Hamilton, Beverly, Ipswich, and Wenham have formed the Miles River Collaborative to work together to solve these problems.

6. New Development

In 2009 the Town adopted a Flexible Development Bylaw, which effectively replaced the Residential Open Space Community provision. The purpose, as stated in the

Zoning Bylaw, is to: 1) Encourage the preservation of open land for its scenic beauty and to enhance agricultural, open space, forestry, and recreational use; 2) Preserve historical and archeological resources; to protect the natural environment, including the Town's varied landscapes and water resources; 3) Protect the value of real property; 4) Promote more sensitive siting of buildings and better overall site planning; 5) Perpetuate the appearance of the Town's traditional New England landscape; 6) Facilitate the construction and maintenance of streets, utilities, and public services in a more economical and efficient manner; 7) Offer an alternative to standard subdivision development; and/or 8) Promote the development of housing affordable to low, moderate, and median income families.

Thus, while residential growth will continue, it will continue to be more closely coupled with open space protection than under the traditional 40,000 square-foot lot zoning.

7. Ground and Surface Water Pollution: Point and Non-point Sources.

Impervious cover and resulting polluted runoff is the biggest source of pollution on water resources. Flexible development offers an alternative to standard subdivisions by grouping housing units, preserving open space, reducing impervious area, and reducing overall and peak stormwater runoff which contribute to flooding and polluted runoff.

Sources of water pollution in Wenham are typical of those in many small towns: road salt, fertilizer, street runoff, failing septic systems, underground heating oil tanks, agricultural and equestrian sources, pet wastes, wildlife wastes, and pesticides. Recent subdivisions are providing storm water management systems which detain and filter runoff, but many older roadways rely on catch basins and pipes, which convey runoff directly into the nearest wetland. Older septic systems and cesspools often do not provide adequate treatment for sewer effluent. The old summer colony around Pleasant Pond is of particular concern to the Board of Health, with its small lots, substandard systems, and fast-perking soils adjacent to the town beach. The swimming beach is occasionally closed due to high bacteria counts, but Pleasant Pond does not have a direct influence on the Town's wells. The Town passed an Underground Storage Tank (UST) Bylaw in the mid 2000's that required tanks to be identified and registered.

8. Impaired Water Bodies

The Miles River is impaired for a variety of issues, including dissolved oxygen, fecal coliform and macroinvertebrates as stated in the 2014 Final Integrated List of Waters. Longham Reservoir and Wenham Lake are listed as unassessed for water quality in the same document.

Impervious cover and resulting polluted runoff is the biggest source of pollution on water resources.

Making improvements to the Miles River is a priority of the Town as stated in the 2012 “Hazard Mitigation Plan” (as noted previously). The Town is currently trying to secure a commitment from the Army Corps of Engineers to conduct a feasibility study regarding improvements to the Miles River, which flows from Beverly through extensive wetlands before reaching the Ipswich River in Ipswich. It provides excellent riparian and wetlands habitat, but faces problems including low flow velocity, nutrient inputs, and barriers to flow. The four watershed communities of Hamilton, Beverly, Ipswich, and Wenham have formed the Miles River Collaborative to work together to solve these problems.

Under the recently-awarded \$20,000 grant from the Municipal Vulnerability Preparedness (MVP) Program, the Town will work with a consultant to update the 2012 “Hazard Mitigation Plan”.

While the Town has sufficient capacity with its wells to meet its water supply needs, the Ipswich River Basin is stressed as a whole. The Town has been working with several neighboring communities in the Ipswich River Basin over the past two years to examine long-term regional solutions to address shared water needs and infrastructure. The first phase of the project was completed in June 2017, with Kleinfelder providing technical and engineering consulting support. This second phase of the project builds upon the results of the first phase to further explore options for both in-Basin water management and potential water importation into the Basin. The report, “Ipswich Basin Water Management Act Planning Grant FY18” was just released in June, 2018.

9. Climate Resiliency

Climate resiliency is an important environmental challenge facing the Town, as well as the state as a whole, and a brief discussion has been added to this section on environmental challenges. It is directly relevant to this Plan as preservation of open space can help mitigate climate impacts, whether through acquisition, regulation (such as reduction of impervious surface through the Flexible Development Bylaw), or engineering (use of green infrastructure). For example, flexible development offers an alternative to standard subdivisions by grouping housing units, preserving open space, reducing impervious area, and reducing overall and peak stormwater runoff which contribute to flooding.

Current climate science says that this region will be facing rising temperatures and longer dry spells, changes in precipitation, more extreme weather, and impacts on wildlife and natural communities.

The Town of Wenham will be working on achieving Municipal Vulnerability Preparedness (MVP) community designation over the next year through the MVP grant program. The contract with the Executive Office of Energy and Environmental Affairs (EEA) will support the municipality in completing a comprehensive, baseline climate change and natural hazard

vulnerability assessment, development of prioritized actions for dealing with priority hazards using the Community Resilience Building (CRB) workshop guide, and beginning broader community outreach. Through the program EEA will provide the municipality access to newly developed locally-based climate change projections, available on the www.resilientMA.org website, which must be incorporated into the planning process.

Specifically, the scope of work includes:

- Understand connections between ongoing community issues, climate change and natural hazards, and local planning and actions in the municipality;
- Understand how climate change will exacerbate or lead to new community issues, hazards and other challenges the municipality faces;
- Identify and map vulnerabilities and strengths to develop infrastructure, societal, and natural resource risk profiles for the municipality;
- Explore nature-based solutions to build resiliency in the municipality;
- Develop and prioritize actions and clearly delineated next steps for the municipality, local organizations, businesses, private citizens, neighborhoods, and community groups; and,
- Identify opportunities to advance actions that further reduce the impact of climate change and natural hazards and increase resilience across and within municipalities.

Section 5- Inventory of Lands of Conservation and Recreation Interest (see Open Space Inventory – Required Map 7)

Overview

Open space and recreational opportunities have a positive impact on the quality of life in a community for its residents from enjoyment of active, outdoor sports to appreciation of the rural character of the community. Protecting open space is critical in terms of our natural resources - drinking water, high value wildlife and plant habitat, farmland, forests, wetlands, floodplains, vernal pools, and scenic beauty.

For a small community of 8.1 square miles (5,210 acres) Wenham has significant acreage of land with conservation and recreational value, of which a large percentage is protected in perpetuity*.

- Open space protected in perpetuity: 1,546 acres, 29.7% of total area of 5,210 acres
- Core Habitat: 799 acres; Core Habitat Protected: 681 acres (85.2%)
- Critical Natural Landscape: 906 acres; Critical Natural Landscape Protected: 711 acres (78.5%).

* Massachusetts Natural Heritage & Endangered Species Program (NHESP), “BioMap2 Conserving the Biodiversity of Massachusetts in a Changing World” in 2012. (see Appendix E)

See Appendix D for NHESP letter dated January 22, 2018 regarding lands of conservation interest.

While the Iron Rail fields also contain a short trail, the majority of passive recreation opportunities in Wenham is either owned, facilitated, and/or maintained by private groups and associations, including Essex County Trail Association (ECTA), the Trustees of Reservations (TTOR), Massachusetts Department of Conservation and Recreation, Gordon College, Greenbelt, Massachusetts Audubon Society, and the City of Beverly.

Two of the non-profit organizations are specific to Essex County:

As Essex County’s Land Trust, Greenbelt works with landowners and the thirty-four cities and towns of Essex County to conserve open space, farmland, wildlife habitat and scenic landscapes. Their work helps protect native plants, animals and natural corridors, ensures a healthy food supply by supporting and encouraging the use of land for farming, maintains clean water, and creates free and accessible places for outdoor recreation and the enjoyment of

nature. (See Appendix E, memo dated February 27, 2018, about discussions with Greenbelt and The Trustees of Reservations regarding lands of conservation interest.)

The Essex County Trail Association exists to protect access to the trails and open lands throughout Hamilton, Wenham, Ipswich, Topsfield, Essex and West Newbury. ECTA partners with both public and private landowners to ensure that the experience of open trails is positive for them as well as the trail users. The Association undertakes trail maintenance, trail repair and construction, trail management plans, trail assessments, and trail protection by working with private owners to grant permanent trail easements to ECTA.

Lands of conservation and recreation interest include*:

- 585 acres of permanently protected conservation land publicly owned by the Wenham Conservation Commission, Beverly Conservation Commission, Wenham Water Department, Salem-Beverly Water Supply Board, and the Massachusetts Department of Environmental Management;
- 639 acres of permanently protected conservation land privately owned by The Trustees of Reservations, Massachusetts Audubon Society, Greenbelt, and the Hamilton-Wenham Open Land Trust.
- 466 acres of land under permanent conservation restriction on seven estates and one subdivision; (26.1 acres at Wenham Pines is pending)
- 306 acres of agricultural and forestry land under the temporary protection of Chapter 61/61A tax classification;
- 65 acres of recreational land under the temporary protection of Chapter 61B tax classification (not including 29.82 acres of Chapter 61B land under agreement to be sold);
- 24 acres of two Town-owned playgrounds and one privately-owned (but open to the public) playground;
- 7-acre school site with athletic fields and playground;
- 80 acres of unprotected Town-owned land, known as the Iron Rail property, including three soccer fields, the highway department garage, a gymnasium, a Boy Scout barn, a ropes course, and undeveloped forests and wetlands. There is no restriction on future development;
- 56 acres of undeveloped Town-owned land with no protection from development; however, some of the parcels are very small and/or contain wetlands;

- a 7-acre cemetery and 0.5-acre historic cemetery; a 24-acre senior housing site, a 31-acre airport site owned by the City of Beverly, which remains largely undeveloped, and a 318-acre college campus.
- In addition, there are six private properties with 20 or more acres, 18 private properties with 10-20 acres, and a number of smaller private parcels which may have open space or recreational value.

*2001 Open Space and Recreation Plan; Wenham Assessor records; Wenham Planning Department

Land of conservation and recreation interest are broken out by the following tables:

Table 5-1: Protected parcels – This includes permanently protected open space and recreational parcels owned by the Town, Conservation Commission, Salem-Beverly Water Supply Board, nonprofit organizations, the State, and other municipalities. It also includes private parcels that are permanently protected through conservation restrictions. A conservation restriction restricts future development of the site, and when granted in accordance with State general laws, is considered a permanent protection as it can only be removed with a two-thirds vote of the State Legislature.

Table 5-2: Unprotected parcels, including Chapter 61 parcels (temporary protection), publicly-owned parcels, and parcels owned by institutions and organizations.

Table 5-3: - Privately-owned, unprotected private parcels – These parcels range in size from approximately 3 ½ acres to 50 acres. Parcels with use described as “residential” generally include a single-family house and associated accessory uses but also have undeveloped land.

Abbreviations used in the Tables 5-1, 5-2, and 5-3 are as follows:

Ch. 61	Property tax classification for land in forestry production
Ch. 61A	Property tax classification for land in agricultural production
CH. 61B	Property tax classification for land in recreational use
Con Com	Wenham Conservation Commission
CR	Conservation Restriction
DPW	Wenham Department of Public Works
ECTA	Essex County Trail Association
FCE	Foundation for Continuing Education
H.A.	Wenham Housing Authority
HWOLT	Hamilton-Wenham Open Land Trust
HWRSD	Hamilton-Wenham Regional School District

HWYSA	Hamilton-Wenham Youth Soccer Association
IRGA	Iron Rail Gymnastics Academy
MA DEM	Massachusetts Department of Environmental Management
MBTA	Massachusetts Bay Transit Authority
ROSC	Residential Open Space Community
Self Help	Massachusetts Self-Help Program Grant
SBWSB	Salem-Beverly Water Supply Board
TTOR	The Trustees of Reservations
WVIS	Wenham Village Improvement Society

PROTECTED PARCELS											
TABLE 5-1											
Name of Parcel	Owner	Map – Lot	Manager	Use	Condition	Public Access	Grants received	Degree of protection	Zoning	Acres	Open Space and Recreation Potential
Reynolds Farm	Con Com	20-1	The Food Project	agriculture	good	yes		perpetuity	Residential	24.88	trail, canoe launch
Proctor Woodland	Con Com	20-11	same	agriculture	good	yes		perpetuity	Residential	8.98	trail, canoe launch
Williams ROSC	Con Com	44-18 44-21	same	forest and wetland	good	yes		perpetuity	Residential	8.70 2.71	trail, water supply protection
Pleasant Pond Beach	Con Com	7-58	Recreation Department	swimming, boating, fishing	Some problems with pond weeds	yes	Self Help	perpetuity	Residential	2.31	trail connections to Hamilton
Canal	SBWSB	5-1	SBWSB	water supply, trails	good	discouraged		perpetuity	Residential	232	trails
Cedar Street to Cherry Street	SBWSB	18-1 18-3F	SBWSB	water supply pipeline	good	discouraged		perpetuity	Residential	6.8 1.60	trail
Wenham Lake and shore	SBWSB	36-2	SBWSB	water supply	good	prohibited		perpetuity	Residential	48	trails
Longham Reservoir and area	SBWSB	30-3 30-17 39-2	SBWSB	water supply	good	prohibited		perpetuity	Residential	18.5 6.5 173.75	trails

Pleasant Pond right-of-way	MA DEM	7-6B 7-7A	MA DEM	forest	good	yes		perpetuity	Residential	1.5 0.77	trails, link to Hamilton
J.C. Phillip's Nature Reserve	Beverly Con Com	36-1	Beverly Con Com	wildlife sanctuary	good	yes	Self Help	perpetuity	Residential	29.61 in Wenham	trails, link to Beverly
Pine and Hemlock Knoll	TTOR	7-7	TTOR	wildlife sanctuary	good	yes		perpetuity	Residential	15.2	trails, link to Hamilton
Long Hill Estate	TTOR	40-4	TTOR	wildlife sanctuary, formal gardens	good	yes		perpetuity	Residential	24.8 in Wenham	trails, link to Beverly
Ipswich River Wildlife Sanctuary	Mass Audubon	2-1 4-2	Mass Audubon	wildlife sanctuary, canoeing, trails	good	yes		perpetuity	Residential	322.5 19.9	water supply protection, wildlife habitat, trails
Mass Audubon Cedar Pond Wildlife Sanctuary	Mass Audubon	17-13 17-14	Mass Audubon	wildlife sanctuary, trails	good	yes		perpetuity	Residential	129.83 33.65	trails, wildlife habitat
Endicott Regional Center	Mass Audubon	48-2 48-15 48-3C	Mass Audubon	wildlife sanctuary, trails, offices	good	yes		perpetuity	Residential	14.36 6.56 5.36	trails
Leaches Swamp	Greenbelt	9-1 9-2 15-3	Greenbelt	wetland	good	yes		perpetuity	Residential	0.91 0.22 24.5	existing Rail Trail link to Danvers and Topsfield

Birch Road	Greenbelt; donated in 2000	23-2	Greenbelt	wetland	good	yes		perpetuity	residential	13.3	existing Rail Trail link to Danvers; wildlife habitat
	Greenbelt	11-18	Greenbelt		good	yes		perpetuity	residential	3.12	
	Greenbelt	23-28	Greenbelt		good	yes		perpetuity	residential	3.13	
	Greenbelt	23-2	Greenbelt		good	yes		perpetuity	residential	13.29	
	private	31-6	Greenbelt holds CR			no		perpetuity	residential	4.47	
	private	28-5	Greenbelt holds CR			no		perpetuity	Residential	7.13	
	private	26-14	Greenbelt holds CR			no		perpetuity	Residential	10.27	
	private	28-5	Greenbelt holds CR			no		perpetuity	Residential	18.5	
	private	21-3	Greenbelt holds CR			no		perpetuity	residential	12.32	
	private	21-5	Greenbelt holds CR			no		perpetuity	Residential	2.11	
Wenham Lake Shore	HWOLT	26-14	HWOLT	water supply protection, view		yes		perpetuity	Residential	11.13	trail, picnic area
William Fairfield Lots	private	16-100 16-112 16-113 16-114	Private	residential open space	good	no		deed restriction within 150 to 200 feet of	Residential	5	scenic view

								roadways`			
Zernik Trust	private	16-110 16-11	Private	meadow, tree farm	good	no		deed restriction in perpetuity	Residential	2.41 2.66	scenic view
Boyden Farm	private	18-5	Greenbelt holds CR	water supply protection; agriculture	good	no		CR on 11.51 acres; perpetuity	Residential	12.75	trails, agriculture
Choate Farm	The Village of Choate Farm Home- owners Assoc.	23-11	CR - The Village of Choate Farm Home- owners Assoc.	wetlands	good	yes		perpetuity	Residential	6.18	adjacent to Rail Trail and land owned by Greenbelt, wildlife habitat
Cabot Farm	private	28-5A	Con Com holds CR	agriculture, equestrian trails, forest	good	ECTA members		perpetuity	Residential	76.85	trails, agriculture
Beals	private	21-6; 21-21 21-22	Greenbelt holds CR; ECTA maintains trails	equestrian trails	good	ECTA members		perpetuity	Residential	16.34 12.59 4.3	trails, link to Hamilton
Phippen Estate	private	22-3 22-6	Greenbelt holds CR	equestrian trails	good	ECTA members		perpetuity	Residential	7.11 19.45	Trails, link to Hamilton
Steward Estate	private	31-5 41-7	Greenbelt holds CR	forest, Miles River access	good	no		perpetuity	Residential	4.9 .46	trails
Ledyard Farm	private	21-1A 21-6	Con Com	equestrian trails,	good	ECTA		perpetuity	Residential	22.9 36.2	trails

TABLE 5-2 Unprotected Parcels Ch. 61A and Ch. 61B Land, Public Land, Institutions/ Organizations											
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		21-12A 21-17 21-17A	holds CR	events, training		members				29.0 9.4 .96	
Ayer Estate	private	21-3	Greenbelt holds CR	forest, wetlands, meadow	good	yes		perpetuity	Residential	15.35 under CR	trails, Miles River access, wildlife habitat
Parson's Hill Subdivision	Parson's Hill Association	45-3 45-50 45-49	Con Com holds CR	Pond, upland forest, wetlands	good	yes		perpetuity	Residential	44 under CR	trails, wildlife habitat, link to Man- chester-by- the-Sea

Address	Owner	Map-Lot	Manager	Use	Condition	Public access	Grants rec'd	Degree of protection	Zoning	Acres	Open space and recreation potential
Chapter 61 Land											
212 Topsfield Road	private	9-4	private	agriculture	good	no		12.0 acres in Ch.61A	Residential	18	agriculture, views, trails
69 Cherry Street	Private	18-2	private	agriculture, residential	good	no		12.7 acres in Ch.61A	Residential	14.7	agriculture
74 Cherry Street	private	18-64	private	agriculture, forestry	good	no		22 acres in Ch.61A	Residential	39.0	agriculture
62 Maple Street	private	23-16	private	agriculture, forestry; Harborlight 40B pending on a small portion of the site	good	no		24.63 acres in Ch.61A	Residential	24.63 acres	Agriculture,
62 Maple Street	Private	24-3	private	agriculture, residential	good	no		28 acres in Ch.61A	Residential	29	Agriculture
51 Maple Street	Private	24-8A	private	agriculture	good	no		18.3 acres in Ch. 61A	Residential	18.3	agriculture, trails
9 Maple Street	private	24-9	private	agriculture	good	no		101.43 Acres in Ch.61A	Residential	121.25	agriculture, trails
87 Main Street	private	26-13	private	agriculture; residential	good	no		10.48 acres in Ch.61A	Residential	12.0	agriculture, scenic landscape
94 Main Street	private	27-33	private	golf course	good	yes		65 acres in Ch.61B recreation	Residential	66	Recreation – golf course
60 Main Street	private	27-36	private	under agreement/residential	good	no (yes in		29.82 acres in	Residential	29.82	open space set aside as part of

				development permitted		future)		Ch.61B until sale			flexible development approval
96 Larch Row	private	28-5C	private	agriculture	good	no		13.69 acres in Ch.61A	Residential	14.6	agriculture
Dodges Row	private	39-1	private	agriculture	good	no		12 acres in Ch.61A	Residential	12	agriculture
57 Dodges Row	Private	39-7	private	agriculture	good	no		20 acres in Ch.61A	Residential	23.9	agriculture
136 Grapevine Road	private	41-10	private	agriculture, residential	good	no		30.87 acres in Ch.61A	Residential	32.87	agriculture trails; Miles River access
Municipal											
Leaches Swamp	Town	23-12	Town	wetlands; on Rail Trail	good	yes		none	Residential	5.7	scenic view, wildlife habitat
Beverly Municipal Airport	City of Beverly	33-22 34-1	Airport Commission	airport	good	no		none	Residential	0.5 30.22	wildlife habitat
Buker School 11 School Street	Town	13-44	HWRSD	Elementary school; playground; athletic fields	good	Yes		none	Residential	7.13	school; playground; athletic fields
Pingree Park	Town	14-5	Recreation Department	athletic fields, playground	good	yes		none	Residential	14.56	fully developed
Mayflower Drive	Town	15-2	Town	wetland; on Rail Trail	good	yes		none	residential	15.1	wetland; scenic view; wildlife habitat
West Wenham Field (Higginson Field)	Town	25-28	Recreation Department	tennis court, basketball court, field	poor	yes		terms of will	Residential	3.16	limited by lack of parking; accessibility issues
Miles River Lot	Town	37-22	Town	wetland	good	yes		none	Residential	5.3	wildlife habitat; potential access to Miles River
Iron Rail	Town	31-1	Iron Rail	soccer fields, trails,	good	yes		None	Residential	79.53	undeveloped

Property 91 Grapevine Road			Commission	DPW garage, gymnasium leased for gymnastics, future cemetery							portion mostly wetland and wildlife habitat
Grapevine Road	Town	48-7	Town	wetlands	good	yes		none	residential	2.0	wildlife habitat; adjacent to Endicott Regional Center
Essex Street	Town	41-11	Town	wetlands on Miles River	good	yes		none	Residential	2.6	water supply protection, wildlife habitat
21 Hull Street	Town	44-18	Town	wetlands	good	yes		none	Residential	2.71	wildlife habitat
Publicly-owned (non-municipal)											
Enon Village, Larch Lane	H.A.	20-7	Wenham H.A.	senior housing	good	yes		none	Residential	24.6	trails, Miles River frontage
MBTA Lot	MBTA	37-7; no proper- ty card	MBTA	former rail spur to ice house		no		none	Residential	4.2	adjacent to Wenham Pines development

Owned by institutions and organizations											
Gordon College	Gordon College	43-1, 42-5, 44-4, 44-4A, 44-4D 44-5 44-15 44-16 45-1 45-4	Gordon College	College campus, playing fields, ponds, forest, wetlands, 200- foot scenic easement on Route 128	Good	limited		none	Residential	238 29.7 12.29 13.41 4.65 1.15 3.12 0.92 10.3 4.94	trails, boating, skating, watershed protection, wildlife habitat
The Academy at Penguin Hall, formerly Mullen Advertising	same	40-3	same	private school forest – undeveloped portion	good	no		none	Residential	49.64	wildlife habitat, trails, watershed protection
Foundation for Continuing Education	FCE	12-12	FCE	adult education	good	no		none	Residential	8.07	on Pleasant Pond; swimming, picnics, camping, playground
Boston Prov. Sisters of Notre Dame	Boston Prov. Sisters of Notre Dame	30-20	Boston Prov. Sisters of Notre Dame	Private school	Good	no		None	Residential	1.95	Link between Iron Rail and The Academy properties;
Wenham Tea House	WVIS	19-16	WVIS	Restaurant, playground, tennis courts	Good	Yes		None	Residential	6.3	Continue same uses; restore skating pond

Table 5-3 – Private, unprotected parcels

Map	Lot	Owner	Use	Zoning	Acreage	Open Space and Recreation Potential
7	6	private	residential	residential	10.55	wetlands, abuts Mass Audubon and TTOR parcels
10	32	private	residential	residential	89.45	wetlands, abuts Mass Audubon and SBWSB parcels
10	21	private	residential	residential	10.16	wetlands, abuts Mass Audubon and SBWSB parcels
10	11	private	undeveloped buildable*	residential	17.1	part wetlands; abuts SBWSB Canal
11	17	private	residential	residential	9.93	undeveloped portion is wetlands; abuts SBWSB land
12	16	private	residential	residential	19	abuts Town wellfields, open meadows
12	25	private	residential	residential	7.3	abuts Town wellfields
13	6	private	residential	residential	5.50	abuts Town wellfields
13	7	private	residential	residential	8.94	ponds, forest, abuts Town wellfields
14	19	private	residential, horses	partly zoned business and partly residential	13.33	Scenic; adjacent to commercial use and near South Hamilton Center; across from Pingree Park
19	56	private	residential	residential	50.78	meadows, forest, scenic view, wetlands
20	4	private	residential	residential	7.04	forest, wetlands wildlife habitat
20	12	private	residential	residential	8.56	meadows, wildlife habitat, scenic view
21	2	private	residential	residential	9.9	meadows, forest, wildlife habitat
21	3	private	residential	residential	16	meadows, forest, scenic view, horse trails, adjacent to Miles River
22	10	private	residential	residential	5.89	ponds, wetland, wildlife habitat
23	10A	private	residential	residential	5.1	abuts parcel 23-2 owned by Greenbelt
25	17	private	residential	residential	5.7	abuts Mass Audubon
28	15	private	Undeveloped 3-6 lots*	residential	26.6	trails
29	4	private	residential	residential	11.53	trails, equestrian center
29	4A	private	residential	residential	13.96	pond, meadows, horse trails, forest, wildlife habitat
29	9	private	residential	residential	6.08	forest, abuts SBWSB reservoir
29	10	private	residential	residential	9.65	forest, abuts SBWSB reservoir
30	1	private	residential	residential	10.43	abuts SBWSB land, horse trails
30	2	private	residential	residential	5.62	abuts SBWSB land, horse trails

30	18	private	residential	residential	13.38	water supply protection
32	4	private	residential	residential	17.67	wetlands, forest, abuts Gordon College land
34	4	private	residential	residential	25.3	wetlands, forest, abuts Streeter parcel and Beverly Airport
34	6	private	undeveloped	residential	14.5	wetlands, forest, abuts Streeter parcel and Beverly Airport
34	7	private	undeveloped (back lot)	residential	4.5	wetlands, forest, abuts Beverly Airport
34	10,11,1213,16,17,19,20,21,22,23,24,25	private	undeveloped lots in subdivision	residential	18	mostly wetlands
37	21	private	residential	residential	29	abuts Miles River and Town conservation land
39	8	private	undeveloped	residential	15.50	forest; stream tributary to Longham Reservoir; abuts Long Hill
40	2	private	residential	residential	34.3	forest; stream tributary to Longham Reservoir; abuts Long Hill
41	5	private	undeveloped	residential	3.5	Miles River frontage; wetlands, forest
41	8	private	residential	residential	14.4	Miles River frontage; wetlands, forest
41	12	private	undeveloped	residential	8.97	Miles River frontage; wetlands, forest
42	14	private	residential	residential	8.1	Miles River frontage; wetlands, forest
42	15	private	residential	residential	18.4	Miles River frontage; wetlands, forest
42	16	private	residential	residential	10.99	forest
48 and 49	14, 14A, 14B, 2	private	residential	residential	11.4	meadows, trails, wetlands, abuts Parson's Hill open space, existing trails, links to Beverly

*According to Town Assessor

Section 6- Community Vision

A. Description of Process

The planning process to determine open space and recreation goals was extensive. The public outreach component was launched with the publication of a Letter to the Editor from the Open Space and Recreation Committee in the two local newspapers, The Salem News and the Hamilton-Wenham Chronicle. The Open Space and Recreation Committee (OSRC) met with its consultant to review the goals and objectives from the previous 2001 Plan, and determine what activities had been achieved or were no longer relevant.

A community-wide public forum was broadly advertised and held on November 2, 2017. It was well-attended and interactive, with residents weighing in on open space priorities, such as drinking water supply and wildlife habitat, passive recreation (trails), and active recreational priorities, such as athletic fields. The community survey on open space and recreation planning was released in early November and advertised through numerous outlets, including the Chronicle, email distribution lists, and social media, such as Facebook and Twitter. Paper copies were available at the Town Hall, Library and Senior Center. The Town received a total of 382 responses, representing 14% of registered voters and potentially 26% of households (some households may have had more than one respondent). The community survey results were very consistent with the needs, values, and goals expressed at the first public forum.

The Recreation Commission and Economic Development Commission were invited to serve on the OSRC as liaisons between the boards. The Recreation Department, Water Department, and Department of Public Works were contacted to provide their input on components of the plan.

A second public forum was held in May 2018 and was again broadly advertised. The purpose was to update residents on what was learned over the course of the project, how that has shaped the recommendations for open space and recreation, and provide an additional opportunity for input. Following the successful forum, the draft plan was posted on the Town's website to provide an additional opportunity for input.

B. Statement of OpenSpace and Recreation Goals

The Town's overall vision is an open space and recreation system that provides and maintains open space and recreational facilities that meet the needs of its residents for both active and passive uses; protects its environmental and historic resources; and maintains the Town's rural character.

To achieve this vision, the following goals have been established:

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.

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.

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 carrying out this plan.

Section 7 - Analysis of Needs

Prior sections contain inventories of Wenham's recreational and natural resources and the community's open space and recreational resource goals. Section 7 describes the shortfall between what the community has today and what it would like in the future for both open space resources and recreational opportunities.

The analysis reflects comments during the two Public Forums, the Community Survey, the Recreation Master Plan Report for the Town of Hamilton and Wenham, MA, completed in 2012 by Gale Associates, and input from Town Department Heads.

The 2012 Statewide Comprehensive Outdoor Recreation Plan (SCORP) and MetroFuture, prepared by the Metropolitan Area Planning Council, were reviewed in order to look at open space and recreation from a regional perspective.

The community input regarding needs in Wenham is consistent with both these documents, specifically:

SCORP

"The need for more trails, especially those closer to where people live, was most frequently mentioned as a real need across the state. There is a strong desire for more car-free recreation options, meaning options where a resident would not have to get in his or her car to access a recreational activity. Respondents want more town or city-wide trail systems, loop trails within long distance trail networks that can be completed in a shorter amount of time, and urban trails that connect to water bodies. Rail trails are popular, as is making roads more bike-friendly.... Respondents wanted land to be protected not just for trails, but also to provide a corridor for wildlife."

The goals from SCORP are as follows:

1. Increase the availability of all types of trails for recreation
2. Increase the availability of water-based recreation
3. Invest in recreation and conservation areas that are close to home for short visits
4. Invest in racially, economically, and age diverse neighborhoods given their projected increase in participation in outdoor recreation

Goals 1 through 3 are the most relevant for Wenham and are consistent with Wenham's open space and recreation goals and the needs discussed below.

MetroFuture, the Boston area's 30-year plan, identifies the following 11 goals in respect to open space and recreation that are reflected in the Town's goals, objectives, and action plan:

- Cities, towns, and neighborhoods will retain their sense of uniqueness and community character.

- Historic resources will be preserved and enhanced.
- Communities will work together to plan for growth and share resources.
- All neighborhoods will have access to safe and well-maintained parks, community gardens, and appropriate play spaces for children and youth.
- The region's agricultural economy will grow through a focus on sustainable farming.
- Most people will choose to walk or bike for short trips.
- The average person will drive fewer miles every day.
- Water resources will be carefully budgeted and sustainably managed so that clean water is available for appropriate uses and development.
- The ecological condition of wetlands will improve, and fewer wetlands will be lost to development.
- The region will retain its biodiversity and will have healthy populations of native plants and animals, and fewer invasive species.
- A robust network of protected open spaces, farms, parks, and greenways will provide wildlife habitat, ecological benefits, recreational opportunities, and scenic beauty.

A. Summary of Resource Protection Needs

The natural resources discussed in this section include groundwater, surface water, wetlands, lakes, streams, floodplains, forests, farmland, scenic beauty, and high value core wildlife and plant habitat and corridors. Wenham is rich in natural resources, but many are privately owned and vulnerable to future development. From the OSRC's recent survey and public forums, it is clear that a high priority goal of the residents is to preserve and protect Wenham's natural resources.

➤ *Protecting drinking water supply, including groundwater and surface water*

Specific needs relating to the protection of the drinking water supply are being addressed by the Wenham Water Department. To provide for a continuing source of clean water, the Town of Wenham through its Water Department and in conjunction with the Massachusetts Department of Environmental Protection (MassDEP), completed a "Source Water Assessment Plan" in 2001. This effort assessed activities near the Town's wells that have the potential to threaten water quality. The plan notes the following potential issues: 1. Inappropriate activities conducted in the Zone I. The Town does not own or control all of Zone I; 2. Underground storage tanks present in Zone II; 3. Septic systems present in Zone II; 4. Stormwater catch basins in Zone II.

The Wenham Water Department is addressing these issues by:

1. Working with property owners within Zone 1 on methods of safeguarding the groundwater;
2. Working with the Fire Department to inventory and inspect underground storage tanks. A bylaw was enacted by the voters of Wenham to require testing of these tanks;
3. Working with the Board of Health to educate residents concerning the proper care of their

septic systems and compliance with Title 5 regulations;

4. Working with the Conservation Commission to evaluate potential impacts to wetland and Town water quality;

5. Working with the Department of Public Works to keep catch basins clean and in good repair; and,

6. Coordinating wellhead protection plans with Danvers, Topsfield, Beverly and Hamilton to ensure out-of-town protection of our watershed.

According to the Water Superintendent, additional parcels are not needed for additional wellhead protection at this time, and current regulations are sufficient for protection of Wenham's watershed and aquifers to protect drinking water supply.

The Town has a sufficient water allocation to meet the Town's current needs and it will be sufficient to meet future growth provided the Town can get the highest residential offenders of outdoor watering to comply with the water ban. The Town of Wenham bylaw prohibits watering in the middle of the day (9:00 am to 5:00 pm) from May 1st to September 30th, and rain sensors are required to be installed if a homeowner has an automatic irrigation system. This bylaw applies to private wells, as well. In the 2016 Source Water Assessment Report the Town also identifies and encourages a number of indoor conservation measures.

Specific needs include:

- To continue to address water quality issues as noted above.
- To continue to work to enforce and encourage water conservation measures as noted above.
- To continue staying engaged with partners, such as the Greenscapes North Shore Coalition, which focus on outreach and education on water issues. The Town of Wenham is a member of Greenscapes.

➤ *Preserving open space for passive recreation and enjoyment (i.e. walking/hiking trails, scenic views, picnic areas, wildlife observation, etc.)*

Trails are addressed as passive recreation needs under *B. Community Needs*. The following specific needs were identified in relation to open space as a scenic landscape natural resource.

Specific needs include:

- To preserve scenic vistas of lakes, ponds, stonewalls and fields, and for wildlife observation.
- To develop an acquisition and protection strategy, including fee simple acquisition, conservation restrictions, and scenic easements.

➤ *Protecting high value core wildlife and plant habitat, and maintaining buffers and corridors*

Specific needs include:

- To identify/protect parcels adjacent to permanently protected lands to increase the value for wildlife and plant habitat of these areas, especially those areas classified as landscape blocks by NHESP.
- To Identify any gaps or interruptions in wildlife corridors.
- To preserve open space parcels to create a connected system of wildlife corridors.
- To develop an acquisition strategy.

➤ *Maintaining the Town's rural character*

Specific needs include:

- To preserve open space in visible locations along the Town's main road.
- To preserve views of farms, fields, lakes, ponds, and stonewalls.
- To develop an acquisition strategy.

➤ *Preserving current farmland and encouraging the use of land for agriculture and forestry*

Specific needs include:

- To determine the long-range plans of owners of active farms.
- To prioritize agricultural lands currently under the temporary protection of Chapter 61 for potential acquisition in the future, should the current owners decide to sell for a purpose other than agriculture.
- To research innovative measures to preserve farming and to encourage the use of land for this purpose.
- To identify any parcels of prime farmland that are not developed for potential future farms.

➤ *Preserving places of historical value*

Specific needs include:

- To coordinate with other Town boards, such as the Historic District Commission, Historic Commission, and Community Preservation Committee, and non-profit groups, to understand on-going and proposed projects.
- To support the work of others.

B. Summary of Community's Needs

This section includes both active and passive recreational needs to achieve the stated goal:
To provide and maintain facilities and resources for active and passive recreation and opportunities for all residents

The analysis is based on comments during the first Public Forum, the Community Survey, the "Recreation Master Plan Report" for the Town of Hamilton and Wenham, MA, completed in 2012 by Gale Associates, and input from Town Department Heads.

Priority passive recreation needs:

- Building more pedestrian and cycling paths, including better sidewalks, to increase connectivity so that people can access open space and recreational areas without driving. Several years ago, a committee, "Walk Wenham" worked closely with the Department of Public Works to create bicycle paths/sidewalks to improve pedestrian and bicycle safety. It had a number of successes before disbanding. These successes included partial completion of the bike path/sidewalk along a large section of Cedar Street with a link to walking trails on property under the control of the Hamilton Wenham Open Land Trust, providing scenic areas and an opportunity for passive recreation overlooking Wenham Lake.
- In terms of trail networks and passive recreation opportunities, trail awareness is a top priority as users were somewhat unaware of what resources were available (*Gale Report*).
- Publication/better dissemination of information regarding public lands and existing trails; including better trail maps with information on location of trailheads, length, parking availability, restrictions, and allowed uses. A sizable number of survey respondents commented that they were not even aware of many of the resources and opportunities within Town. ECTA has completed and printed maps for Wenham and Hamilton, which are available for sale from its website. Trail maps include Cedar Pond, Gordon College, Iron Rail, J.C. Phillips Nature Reserve, Long Hill, and Manchester Watershed. However, it appears that the availability of these trail maps is not well-known.
- Trail information that specifically provides information on walking facilities that are adequate for senior citizens (i.e. length, difficulty, and amenities, such as benches)
- Better signage at the trailheads.
- Trail markers to designate the trails
- Enhanced communication through a variety of means. Organized activities, such as walks, hikes, and annual cleanups, would help promote passive recreational opportunities.
- Insufficient parking can be a deterrent to potential users. If a formalized parking area at each location is unrealistic, there is at least a need for posted signage to indicate that parking is permitted for trail users.
- Access to water bodies and the potential for increased water-based recreation, such as a canoe or kayak launch.

Priority active recreation needs

- The Town has determined that the redevelopment of the game field and track at the High School is the highest priority need. Other athletic field projects will be re-evaluated upon accomplishment of this project and/or as needed; i.e. lease with HWYSA for Iron Rail fields expires

July 1, 2024. Funding is not yet secured. A two-town working group has been established to develop a strategy and secure funding for the project.

- There is a recent need identified to provide satisfactory tennis courts for the Town and the High School. The tennis courts at Pingree Park are in poor condition.

Background: The 2012 “Recreation Master Plan Report, Towns of Hamilton and Wenham” (also known as the *Gale Report*) informed this Plan and identified the following recreational priority needs:

- The highest priority need was for an improved pool facility at Patton Park. *This facility was recently upgraded and reopened in the summer, 2017.*
- Additional athletic field space is one of the most compelling recreational facilities needs within the towns. According to the report, an aggressively maintained, irrigated field that is rested for about a third of the fall or spring growing season can sustain up to 200 - 250 team uses per year. The most heavily scheduled fields are the Patton Park fields, High School Field, Buker Elementary fields and Fairhaven Field, each nearing or exceeding about 400 annual uses. In summary, 14 of the 22 athletic fields maintained by the two towns are either broken down or heavily distressed.
- The report recommended that Phase 1 should include the redevelopment of the fields at the Hamilton-Wenham Regional High School.

The “Recreation Master Plan Report for the Hamilton-Wenham Regional High School” was completed in January, 2015 by Gale Associates to update cost estimates and further finalize plans.

The Recreation Department has moved forward with the design and permitting of the redevelopment of the game field (“football field”) and track at the High School and the project has received approval from the Planning Board and Conservation Commission. The first phase of the project is \$3.6 million. It includes an expanded track radius with a urethane pave mat surface and a full-width multi- purpose game field in its interior. The increase in track radius will result in an athletic field sized appropriately for football, soccer, lacrosse, and field hockey uses. The multi-purpose field is proposed to be synthetic turf, to provide a durable, all-weather surface, maximizing the quantifiable amount of uses afforded by the field. The second phase of the redevelopment of the High School athletic fields includes additional multi-purpose fields for approximately \$3.5 million.

According to the *Gale Report*, the track and field redevelopment project accomplishes several goals and objectives. The transition from a natural grass playing field to a synthetic turf playing field will allow the High School to double or triple the amount of uses on the field, without affecting the field’s quality. In order to gain full advantage of the field, an athletic lighting system is proposed. Athletic lighting extends the hours of play so that the high school can place more demand on the field. Conversion to the synthetic turf field, plus installation of athletic lighting, can presumably take demand off from the other natural grass athletic fields and allow them to have a rest period. The

field will be capable of holding over 500 annual team uses without detriment to the quality of the field.

In terms of the needs of specific age groups, over 75% of the survey respondents with children under 18 years of age felt that there are sufficient recreational opportunities for toddlers aged 1-3 and children aged 4 – 12. Seventy percent (70%) of respondents felt that adults aged 19 – 60 had sufficient recreational opportunities. This is reflected in survey responses that focused on maintaining and improving existing facilities with the exception being to build more pedestrian and cycling paths and increase connectivity to existing open space and recreational areas noted above.

Only 42% of households with teens aged 13 – 18 felt that there were sufficient recreational opportunities for them. There is a need to provide innovative ways/programs for this age group. The prior survey by Gale Associates showed low support for a skate park. Less than half of the respondents (44%) felt that there were sufficient recreational opportunities for adults 61 years of age and older. However, this could be related to the fact that many respondents were not aware of the passive recreational opportunities within the community or services that the Council on Aging offers.

The ADA Self-Evaluation (Appendix G) determines how accessible a community's conservation and recreation programs and properties are to people with disabilities. It is a useful diagnostic tool for the community to recognize any shortcomings of the existing programs and develop a plan to remedy them. In addition to making sites accessible, these ADA improvements also result in more comfortable and safer parks, trails, and conservation and recreation programs. The Recreation Director noted that accessibility is provided when facilities are upgraded. The improvements to the Patton Park Pool resulted in a pool and associated bathrooms that are now accessible.

There is a need for improved handicapped accessibility for the Town's recreational facilities, including Pingree Park, Iron Rail fields, Buker School fields, Pleasant Pond Beach, and the Rail Trail. Generally, there is a need to provide parking spaces that comply with the Americans with Disabilities Act (ADA), accessible paths of travel from the parking lot to the facilities, accessible restrooms, and playground surface material that complies with ADA requirements. See Appendix G – ADA Self-Evaluation for specific transition plans for each facility.

C. Management Needs, Potential Change of Use

Good stewardship of conservation and recreation areas involves proper management and ongoing maintenance.

Upkeep and maintenance of recreational facilities is an ongoing issue, according to the Recreation Director, as in many communities. Fifty-six percent (56%) of the community survey respondents concurred, identifying maintenance and improvement of existing park and recreational areas as a high priority. This is consistent with the 2012 Recreation Master Plan Report by Gale Associates that also identified the need for improved maintenance and upkeep of athletic fields and parks. The DPWs in both towns maintain their respective recreational facilities. According to Gale Associates,

the Wenham and Hamilton Departments of Public Works have an extremely low budget in comparison with the recommended budget for maintaining the quantity of fields under the responsibility of the Recreation Department, although it noted that the resources are used in the most effective way possible. Gale Associates also noted that it is nearly impossible to provide maintenance that will sustain the level of use currently placed on the athletic fields, as discussed above under *Community Needs*.

While a portion of passive recreation areas are owned by the Town at Iron Rail Fields, the majority of passive recreation opportunities in Wenham is either owned, facilitated, and/or maintained by 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.

ECTA has completed town-wide trail management plans (TMPs) for Ipswich, Hamilton, West Newbury, Essex and Topsfield. The intent of these innovative TMPs is to streamline trail management decisions for the town, and to help private and public landowners manage their trails quickly and professionally. ECTA is the only organization offering this valuable service to towns, landowners and public agencies. There is a need for a town-wide management plan for trails in Wenham.

There is a management need to identify the appropriate entity/entities to sustain the Town's commitment to carrying out this plan. Coordination among the Town departments, as well as among non-profit institutions and associations, will be required.

The Open Space and Recreation Committee has identified the need to consider the establishment of a funding source for land acquisition so the Town has the ability to purchase land in a timely manner when it becomes available, especially in regard to Chapter Land parcels.

Section 8 -Goals and Objectives

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 and develop a strategy for their protection, including potential partnerships and funding.

Objective 2 - Protect priority parcels through acquisition, conservation restrictions, scenic easements, or other means, as opportunities arise.

Objective 3 – Undertake other actions to protect natural resources; i.e. certification of vernal pools; support for existing farmers, etc.

Objective 4 - Educate the public on the need for resource protection and how they can help.

Objective 5 – Work with other Town departments to support their resource protection initiatives.

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.

Objective 2 – Enhance existing recreational trail networks.

Objective 3 – Increase public awareness regarding open space resources and existing trails.

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.

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.

GOAL 4: To sustain the Town's commitment to carrying out this plan.

Objective 1 – Develop and put in place the necessary administrative structures and policies.

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; Board of Selectmen	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; Finance & Advisory Committee	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

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. Evaluate and potentially acquire 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: <ul style="list-style-type: none"> 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;; Board of Selectmen	FY21	N/A

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.	Town Administrator; Board of Selectmen	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

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: <ul style="list-style-type: none"> 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.		DPW; 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

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./Board; 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		HWRSD	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.		Board of Selectmen; Rec. Dept./Board; 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		Board of Selectmen; Rec. Dept./Board	FY24-25	N/A

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 bi-annual (2x/year) 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. Solicit input from, communicate with, and coordinate with all relevant Town boards and committees by appointing OSRC liaisons		OSRC	FY19-25	N/A
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

Section 10 – Public Comments

This section contains three components:

1. Review Letters – (TO BE ADDED)
2. Public Comments – First Public Forum
3. Public Comments – Second Public Forum

DRAFT



Wenham Open Space & Recreation Plan

PUBLIC FORUM #1 November 2, 2017

Synthesis of Comments

The Forum was well-attended and we had lively discussions at all four World Cafes (i.e. tables). The specific comments are shown in the tables following this summary. The first three are grouped according to general categories, and the fourth table on Goals is a quantitative summary.

In terms of categories, anything general about easements, public use, etc. was categorized as "Access". Anything that mentioned a specific place/resource fell under "Rec – Facility" (Recreational Facility). Anything that pertained to information distribution of any kind was categorized as "Wayfinding". The Rec – Facility category could be further classified into sub-categories (amenities, maintenance, parking, etc.) as we think about recommendations in the future.

Many common threads emerged during the course of the evening. There was definitely a focus on improving/increasing pedestrian and bicycle access; wayfinding; and the need for more information about existing trails, public lands, and access. These priorities were underscored in the exercise on goals where *enhancing existing trail networks, publishing information about existing trails, and building more pedestrian and cycling paths* received the highest number of votes in the recreational category. There was a general preference to maintain and enhance existing athletic fields and parks, rather than creating new facilities. In the open space category, *preservation of open space for passive recreation and aesthetics (i.e. walking/hiking trails, scenic views, picnic areas, wildlife observation, etc.) and maintaining the Town's rural character* were identified as priorities. *Protecting high value core wildlife and plant habitat and preserving current farmland and encouraging the use of land for agriculture and forestry* also "scored" high.

There were many specific recommendations for future consideration as we move forward.

Once we have the survey results, we will tabulate them and synthesize all the input received to date for discussion at your January meeting.

Table Comments: Needs & Opportunities

Category	Comments
Access	What formal agreements are in place for public access over private land?
Access	Remove Salem Water properties from map if not accessible to public.
Access	Can connections be developed through the parcels surrounding Penguin Hall, Notre Dame, Long Hill area, etc.?
Bike/Ped	Need more bike/ped links. Connect Cedar Pond to Wenham Lake.
Bike/Ped	More ped mobility downtown – better sidewalks, maintenance & crosswalks.
Bike/Ped	Larch to Grapevine Rd – very narrow & windy. Makes biking/walking difficult.
Bike/Ped	Need sidewalk map. Where are there gaps?
Bike/Ped	Need more ped crosswalks along Maple Street.
Bike/Ped	Need crosswalk at exit from pool to Winthrop School.
Bike/Ped	At Pingree – many car/ped conflict points. Narrow road, cars driving/parking with kids/families walking up....
Bike/Ped	Need better ped crosswalks at Tea House/Wenham Museum vicinity. Need ped respite area?
Open Space	More open space preservation. Not open to public, not used as recreation. No parking.
Rec - Facility	West Wenham needs to be developed more.
Rec - Facility	Not enough parking at West Wenham to host Little League games, but can Town develop practice field there? Less parking demand for practice.
Rec - Facility	Iron Rail has flooding issues.
Rec - Facility	Patton – floods under zipline.
Rec - Facility	Need More parking at Pleasant Pond.
Rec - Facility	More parking at Coy Pond
Rec - Facility	Need better maintenance at Tea House Tennis Courts. Nets down often...
Rec - Facility	Rehab West Wenham. Basketball court has no nets, etc.
Rec - Facility	Make West Wenham a dog park.

Category	Comments
Rec - Facility	Need trash cans at all rec areas.
Rec - Facility	More parking at West Wenham
Rec - General	Need more passive rec, not active rec.
Rec - General	Create trail from Wenham Canal area into Topsfield
Rec - General	More parking along 97.
Rec - General	Promote fishing as recreation - signage, identify where stocked, where allowed...
Wayfinding	Where is there public recreation? What is open to public? Can we create map?
Wayfinding	Need something to hand out to new residents RE: available rec resources.
Wayfinding	More signage at Wenham Canal.
Wayfinding	Better signage at Coy Pond
Wayfinding	Identify which trails and rec areas are wheelchair/stroller accessible.
Wayfinding	Better wayfinding @ West Wenham
Wayfinding	Identify what ponds allow boating & fishing.
Wayfinding	Need a trail map for only Wenham, not regional.
Wayfinding	Identify pet-friendly trails & recreation areas.
Wayfinding	Identify what parcels are owned by Town.
Wayfinding	Better signage at Audubon Endicott Sanctuary
Wayfinding	Better signage at Wenham Canal
Wayfinding	Identify wetland areas on a map. What areas of public land are not accessible?
Wayfinding	Better signage at Coy Pond. Trails not well marked.

Table Comments: Better Connections

Category	Comments
Access	Hemlock Grove – need private access easement.
Access	Determine legal access to private lands.
Bike/Ped	Need sidewalk on Grapevine to get to Audubon Endicott Sanctuary from Parsons Hill
Bike/Ped	More bike lanes and walk ways
Bike/Ped	Need sidewalk map to identify gaps.
Bike/Ped	Need traffic calming.
Rec – Facility	Connect Rail Trail through town to Gordon.
Rec – Facility	Improve parking at Coy Pond. Need more dedicated parking.
Rec – General	Build boardwalks to access uplands.
Rec – General	Update zoning to require trails inside new developments.
Open Space	Need non-accessible open space protection for wildlife/core habitats
Open Space	Update zoning bylaws to require further set-backs to preserve woods along frontage.
Wayfinding	Need signage through campus to get to Coy Pond
Wayfinding	Education and enforcement around dog access.
Wayfinding	Identify points of interest, signage.
Wayfinding	Use symbols to identify key areas.
Wayfinding	Mark access points.
Wayfinding	Develop map with allowable public and private uses.
Wayfinding	Show all Town-owned properties on map.

Table Comments: How can we increase the use of our resources?

Category	Comments	
Recreational Priorities	High	Medium

Access	Formalize easements on private land for trails.
Access	Determine what properties owned by the Salem Beverly Water Board are usable by the public and put signs there.
Education	Involve the schools – field trips to open space parcels, trails, etc.
Rec - Facility	Build a bridge over the canal to create a loop for walking.
Rec - Facility	Clean up the Iron Rail property in the back to allow better access.
Rec - Facility	Provide more parking at Gordon College and Rail Trail areas.
Rec - Facility	Create some different uses such as picnic area at Pingree or at the rear of the Iron Rail property.
Rec - General	Define some areas for bike paths.
Open Space	Designate some land off limits (non-accessible) for use of any kind to preserve wildlife habitats, air quality, land preservation, etc.
Wayfinding	Better signage at all resource areas to identify where residents can access, park, walk, and bike
Wayfinding	Define the rules on particular parcels – dogs, no dogs, etc.
Wayfinding	Create a map showing all recreation areas and list what is and is not allowed.
Wayfinding	Make all information available on the website.
Wayfinding	Create a pamphlet or booklet that shows all recreation areas and what is allowed and when, and distribute with a welcome package to new residents.

Enhance existing recreational trail networks	7	1
Publish information about existing trails (i.e. locations, trailheads, lengths, uses, restrictions, etc.)	11	1
Build more pedestrian and cycling paths and increase connectivity to existing open space and recreational areas	7	7
Build more trails for walking and running	2	4
Create new playgrounds	1	4
Maintain and improve existing park and recreational areas	4	1
Create additional athletic fields	1	2
Provide field lighting at existing fields to extend their use, instead of creating new athletic fields	2	3
Redevelop existing fields using synthetic turf to extend their use, instead of creating new athletic fields	6	3
Create a dog park (West Wenham Field suggested)	0	2
Build an ice skating rink (suggested at Forum)	0	1

Table Comments:
Participants used dots to identify high and medium

priorities. Not everyone chose to use all of their dots (i.e. votes).

Open Space Priorities	High	Medium
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Preserve open space for passive recreation and aesthetics (<i>i.e. walking/hiking trails, scenic views, picnic areas, wildlife observation, etc.</i>)	12	4
Protect high value core wildlife and plant habitat, and maintain buffers and corridors	6	6
Preserve open space for future development for active recreational uses (<i>i.e. sports fields, tennis/basketball courts, playgrounds, etc.</i>)	4	1
Maintain the Town's rural character	10	0
Preserve current farmland and encourage the use of land for agriculture and forestry	6	6
Protect drinking water supply (<i>people noted at two different discussions that this was a high priority, but was governed by its own set of regulations</i>)	0	0
Preserve places of historical value	3	7
Suggested at Forum		
<i>Improve pedestrian/bike access</i>	5	1
<i>Increase connectivity</i>	1	0
<i>Provide access to Miles River course</i>	0	2
<i>Maintain what we have</i>	1	0
<i>Increase education</i>	0	0

Wenham Open Space & Recreation Plan

PUBLIC FORUM #2

May 22, 2018

Synthesis of Comments

The Forum was well-attended and included not only residents, Town staff and consultants, but OSRP Committee members, a Selectman as well as representatives from Greenbelt and the Essex County Trail Commission.

The format was primarily informational utilizing a traditional presentation, with two opportunities for questions/comment. Eight maps from the Open Space & Recreation Plan were set up on easels around the room for the public to review before the presentation began. The agenda topics for the evening included:

- Overview of purpose of the Plan and the process thus far
- Highlights of Community Survey results
- Review of key maps - Soils (farmland), Water Resources, Unique Features, Open Space Inventory
- Goals and Objectives and how they reflect public comments from the first Forum and Survey
- Action Plan - highlights using Action Plan Map
- Open Space Evaluation Matrix
- Schedule for submittal to the State

During the Q&A portions, the following comments/questions were raised:

1.	If a bond is in use, who will manage that process?
2.	Who decides which parcels to go after?
3.	We need more information for projects, such as associated costs for artificial turf & lighting.
4.	What happens after the report is submitted to the State?
5.	Are costs/pricing for projects included in the Plan?
6.	Parcel acquisition depends on 3 things: planning, pricing and opportunity.
7.	Are land owners aware that their parcels are considered prioritized parcels for protection or acquisition?
8.	Are land owners aware that their land has Ch 61 designation?
9.	How are goals in the Plan evaluated equally?
10.	How is the order of items in the Action Plan determined, especially if no costs are associated?
11.	What is our readiness for projects or parcel acquisition?
12.	Who is responsible for contacting the landowners?
13.	The Town needs to build relationships with land owners.

14.	Is it possible for the Town to form a Land Trust, similar to the Housing Trust, to be able to act quickly?
15.	The OSRP Committee should present a report to the CPC in the fall, to form a stronger working relationship.
16.	The Town should look to Ipswich as a model & for examples.
17.	Timing is key – whether for Town Meeting approval to acquire property, appropriate funds/bonding, or for CPC applications. Town Meeting approval is also needed to appropriate CPC funds.
18.	Can CPC applications be taken off-cycle? Can there be rolling applications?
19.	Can the Town approach abutters for funding?
20.	What about the tennis courts?
21.	Why was there interest in Muddy Pond?
22.	West Wenham remains a concern.

Section 11 – References

- “Town of Wenham Open Space and Recreation Plan”, 2001, Open Space and Recreation Committee
- “Recreation Master Plan Report, Towns of Hamilton and Wenham, MA”, Gale Associates, 2012
- “Recreation Master Plan Report for the Hamilton-Wenham Regional High School”, Gale Associates, 2015
- “MHC Reconnaissance Survey Town Report Wenham”, 1986, Massachusetts Historical Commission
- “Wenham Reconnaissance Report”, Essex County Landscape Inventory Program, 2005, <https://www.mass.gov/files/documents/2016/08/pw/wenham-with-map.pdf>
- “Community North Shore Grant Regional Priority Development and Preservation Areas”, Metropolitan Area Planning Council, 2010
- “Buildout Analysis”, 2000, Metropolitan Area Planning Council
- “Population and Housing Demand Projections for Metro Boston”, Metropolitan Area Planning Council, 2014, <https://www.mapc.org/learn/projections/>
- “Long Range Transportation Plan”, Metropolitan Area Planning Council, 2015; <http://mapacog.org/projects/lrtp/>
- U.S. Census; American Community Survey (ACS), December. 2017 https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml#
- “MetroFuture: Our Regional Plan”, Metropolitan Area Planning Council, <https://www.mapc.org/get-involved/metrofuture-our-regional-plan/>
- Massachusetts Division of Fisheries and Wildlife, Natural Heritage and Endangered Species Program [MassWildlife's Natural Heritage & Endangered Species Program | Mass.gov](https://www.mass.gov/natural-heritage-and-endangered-species-program)
- Executive Office of Energy and Environmental Affairs, “Massachusetts Statewide Comprehensive Outdoor Recreation Plan”, 2012, https://www.recpro.org/assets/Library/SCORPs/ma_scorp_2012.pdf

- “BioMap2”, The Massachusetts Division of Fisheries and Wildlife’s Natural Heritage & Endangered Species Program (NHESP) and The Nature Conservancy, 2012,
http://maps.massgis.state.ma.us/dfg/biomap/pdf/town_core/Wenham.pdf
- Massachusetts Office of Geographic Information Systems (MassGIS)
http://maps.massgis.state.ma.us/map_ol/oliver.php
- Massachusetts Department of Environmental Protection (DEP)
<https://www.mass.gov/orgs/massachusetts-department-of-environmental-protection>
- “Town of Wenham Hazard Mitigation Plan”, Metropolitan Area Planning Council, 2012
- Executive Office of Energy and Environmental Affairs, <https://www.mass.gov/lists/integrated-lists-of-waters-related-reports>
- MA Climate Change Clearinghouse, <http://resilientma.org/changes>
- “Ipswich Basin Water Management Act Planning Grant FY18 Draft Report”, Kleinfelder, 2018.
- Peter Lombardi, Wenham Town Administrator
- Margaret Hoffman, Wenham Planning Coordinator
- Sean Timmons, Wenham Director of Recreation
- Bill Tyack, Wenham DPW Director
- Erik G. Mansfield, Wenham Water Superintendent
- Steve Ozahowski, Wenham Principal Assessor
- Jim Reynolds, Wenham ADA Coordinator
- Lynn Harper, Habitat Protection Specialist, Natural Heritage and Endangered Species Program (NHESP)
- Christopher LaPointe, Director of Land Conservation, Greenbelt
- David Santomenna, The Trustees of Reservations
- Bradley Perrone, Assistant Supervisor of Operations, SBWSB
- Kristen C. Grubbs, Environmental Planner, Ipswich River Watershed Association

BOARD OF SELECTMEN MEETING

August 21, 2018

OPEN SESSION MINUTES DRAFT MOTION

➤ Vote: I move to **approve** the Board of Selectmen meeting minutes of:

June 19, 2018

Second / Discussion / Roll Call Vote

JW

TOWN OF WENHAM
Board of Selectmen
Meeting of June 19, 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 June 19, 2018 at 5:45 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 5:47 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

- Recorded with permission by HWCAM
- Meeting packet 6.19.18

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 Board returned to open session at 6:26 pm.

Public Input: Items not on the agenda

There was no public input.

Announcements- Additional information may be found on the Town's Web Site

- Early Act Fabric Drive Update – Zoey Ting
Ms. Ting reported that the drive was successful with 290 bags of fabric collected; this was doubled from last year.
- Notice of Water Ban from the Water Department: Mr. Wilhelm announced that due to low flows in the Ipswich River, a mandatory water ban has been enacted; the Water Superintendent will be issuing fines.
- Request for Letters of Interest to fill upcoming Water Commission Vacancy - Letters of interest may be submitted by June 25 to Town Administrator Office.
- Request for Letters of Interest to fill Community Preservation Committee Vacancy - There is one “at large” seat on the CPC; Letters of interest may be submitted by June 25 to the Town Administrator Office.
- New Veterans Assistance Fund & Donation Option will be on the next billing cycle of Property Tax Bills; this is one of several funds residents may donate to including Scholarship Fund, Educational Fund, and Elderly & Disabled. The BOS will appoint residents to each of these Relief Committees to appropriately allocate funds that are collected through this process. Letters of Interest may be submitted to the Town Administrator office by July 16, 2018.
- The current fund balances are as follows:
Scholarship & Education Fund – \$3,951.98; Education Fund - \$10,345.43; Elderly & Disabled Fund - \$12,178.17
- A Community Block Party at Patton Park will be held Saturday, June 23 4PM – 9PM
- Affordable Housing Trust is presenting the Action Plan Presentation on Tuesday June 26 at 7PM in the Selectmen's Meeting Room in Town Hall.

Reports

Town Administrator

- Wenham Pines - With all local and state permits in place, site work at 56-60 Main Street has recently begun. The demolition of the pro shop is now complete and road construction is just getting started. The Town has a peer review engineer on site on a regular basis, ensuring compliance with all permit conditions. Once the access road, stormwater drainage system, and septic system are installed, construction of the 22 new units will commence. As a reminder, all new units, which will be constructed in phases, will be situated a minimum of 500 feet back from Route 1A. Tree removal is also being kept to a minimum, with many of the large pines being preserved, and the developers have a landscaping plan that includes planting additional trees on the site as well.
- Town Hall Campus - As you may recall, Town Meeting approved \$18k in funding from Free Cash for FY18 and another \$18k for FY19 to fully paint the exterior of Town Hall. The prep work was completed this past weekend, and painting will start on the first two sides later this week. The other two sides will be painted in July, after which the newly repainted shutters will be reinstalled.

With the foundation work now complete, the prefabricated shed to house our historic fire pumper, Enon One, is scheduled for delivery and installation on Monday June 25. Additional site amenities including finish painting, landscaping, and interpretive signage will be completed over the summer months before the ribbon cutting event on September 8.

- Street Tree Removal and Planting Plan - Last night, the Finance and Advisory Committee approved a Reserve Fund Transfer Request in the amount of \$25k. This funding will cover \$14k in hazard tree removals based on a combination of the findings from our recent assessment report and requests from residents. It will also allow the DPW to plant up to 20 new street trees by next June – the first step to strategically and systematically replace the many trees that have been removed over the past several years, with more to come in the years ahead.

Public Hearing – Proposed Personnel Policy Changes Related to Comprehensive Employee Handbook -update

- Legal Notice as published in the Salem News 6.11.18
- Memo re Proposed Comprehensive updates to Employee Handbook from P Lombardi, Town Administrator 6.14.18

The Selectmen were not prepared to discuss the changes and continued the hearing to the next meeting.

Vote: The Selectmen unanimously voted to open the public hearing for deliberating on proposed Personnel Policy changes related to a comprehensive employee handbook update.

Vote: Ms. Harrison moved to continue the public hearing on Personnel Policy Changes related to Comprehensive Employee Handbook to a date certain of July 10, 2018 in the Selectmen Meeting at 7:15 pm and it was unanimous to do so.

New Business

Town Administrator Annual Performance Evaluation Results and Discussion of FY18 Merit Raise

- Memo re FY18 Goal Setting Follow up from P. Lombardi Town Administrator 8.7.17
- Performance Evaluation for Town Administrator P. Lombardi

Ms. Harrison summarized the Town Administrator evaluation process. Each Selectman individually filled out an evaluation form and met with Mr. Lombardi relative to his performance over the past year; the evaluations were given to Nicci Roebuck as a third party and aggregated.

Ms. Harrison gave a general overview of the results of the Wenham Town Administrator Evaluation. This information is posted on the Town's web site.

Mr. Lombardi received the highest rating of outstanding in:

- General Management / Effectiveness
- Board Relations/ Communication
- Interpersonal Skills & Development
- Leadership

Ms. Harrison went on to report on the BOS Priority Goals for FY18.

Mr. Lombardi opined this was overall a good evaluation process and appreciated the feedback.

The Selectman concurred Mr. Lombardi did a great job and to award a merit increase.

Vote: Ms. Harrison moved based on the performance evaluations conducted by each member of the board, to approve a FY18 Merit increase of 2 % for the Town Administrator Peter Lombardi retroactive to July 1, 2017. The motion carried unanimously.

Appointments

It was noted the Inspectional Service appointments were short term because the transition to regionalize Inspectional Services with Hamilton was expected to start early in FY19. Wenham is in the process of interviewing candidates for those positions. Mr. Wilhelm stated he was not in favor of reappointing the Inspector of Wires and was not prepared to make the appointment. A lengthy discussion ensued regarding Mr. Wilhelm's concerns with the Board agreeing to take no action on the Inspector of Wires and Assistant Inspector of Wires appointments and to defer action to the July 10 meeting.

- Audit Committee - *The BOS unanimously voted to appoint Alexander Begin, Richard P. Jones, John O. Wilhelm to the Audit Committee for (1) year terms beginning July 1, 2018 and ending on June 30, 2019.*
- Building Inspector - *The BOS unanimously voted to appoint Charles Brett as Building Inspector for a term beginning July 1, 2018 and ending on July 31, 2018.*
- Burial Agent - *The BOS unanimously voted to appoint William Wildes as Burial Agent for a term beginning July 1, 2018 & ending on June 30, 2019.*
- Fence Viewer - *The BOS unanimously voted to appoint Charles Brett as Fence Viewer for a term beginning July 1, 2018 and ending on July 31, 2018.*

- Hamilton Wenham Community Access Media - *The BOS unanimously voted to appoint Kenan Sanoto to the Hamilton Wenham Community Access & Media Board for a (3) year term beginning July 1, 2018 and ending on June 30, 2021.*
- Local Inspector - *The BOS unanimously voted to appoint James Bone as Local Inspector for a term beginning July 1, 2018 and ending on July 31, 2018.*
- Plumbing & Gas - *The BOS unanimously voted to appoint Kevin Dash as Plumbing & Gas Inspector for a term beginning July 1, 2018 and ending on July 31, 2018.*
- Plumbing & Gas Inspector Assistant - *The BOS unanimously voted to appoint David Perea as Plumbing & Gas Inspector Assistant for a term beginning July 1, 2018 and ending on July 31, 2018.*
- Town Administrator - *The BOS unanimously voted to appoint Peter Lombardi as Town Administrator for a (3) three year term beginning July 1, 2018 and ending on June 30, 2021.*
- Veteran Committee- *The BOS unanimously voted to appoint Albert W. Dodge, Michael S. Lucy, Dean W. Pederson to the Veteran Committee for a (3) year term beginning on July 1, 2018 and ending on June 30, 2021.*
- WISSEH - *The BOS unanimously voted to appoint Donald Killam, Jr. and Calvin Perkins to the WISSEH Committee for (3) year term beginning July 1, 2018 and ending June 30, 2021.*

Year End Appropriations Transfers

- Memo Re Year-End Appropriation Transfer from L. Davidson 6.18.18
- Year End Appropriation Transfers

Leslie Davidson, Finance Director was present to answer questions on the year end appropriation transfers.

Mr. Wilhelm gave an overview of the pending FY18 Year End Appropriation Transfers and summarized that M.G.L. Allows municipalities to transfer funds between accounts that last two months of a fiscal year or during the first 15 days of the new fiscal year. The total of the year-end transfers was \$75,339.83 with individual amount ranging from \$7 to \$40,000. The year-end transfers were approved by the Finance Committee June 18, 2018. The Chair noted the \$40,000 transfer was in part due to the hiring of a new police captain.

Vote: Mr. Wilhelm moved to approve the list as provided in the packet of appropriation transfers totaling 75339.83 for the Fiscal Year ending June 30, 2018 presented by the Finance Director as provided under Massachusetts General Laws, and as approved by the Finance & advisory Committee. The motion carried unanimously.

Vacation Carryover Request – James Politano, Facilities Manager

- Memo re Vacation Carryover Request from P. Lombardi 6.13.18

The BOS approved vacation carryover requests at their last meeting; one additional request has since been submitted.

Vote: Ms. Harrison moved to approve the Town Employees Vacation Carryover Request as detailed in the memo, from FY18 into FY19 and to be used by September 30, 2018. The motion carried unanimously.

Review and Approve New Reynolds Farm Lease Agreement

- Letter re Reynolds Farm Lease Renewal Request to the Conservation Commission from John Wang, North Shore Regional Director, The Food Project, 4.12.18
- Farmland Lease Agreement between the Town of Wenham, the its Conservation Commission and James Harrison, North Shore Regional Director, the Food Project Inc. April 1, 2014 – November 15, 2018
- Proposed Farmland Lease Agreement between the Town of Wenham, the its Conservation Commission and James Harrison, North Shore Regional Director, the Food Project Inc. November 16, 2018 – November 15, 2023

The proposed lease, if approved, would be the second lease with The Food Project for the Reynolds Farm, Larch Row. Town Counsel reviewed the Farmland Lease Contract, and other than a few minor, non-substantive edits, there were no recommended changes. The lease amount, which is based on cost per acre, (17 acres) is for \$1068 a year.

Vote: Mr. Clemenza moved to approve the new 5-year lease agreement with The Food Project, Inc. as presented, at the annual lease amount of \$60/acre for a total of 17.8 acres for a total annual lease payment to Wenham of \$1068. The motion carried unanimously.

Mr. Wilhelm requested The Food Project manager give a brief report to the BOS.

Review Draft Scope of Work for Regional Dispatch Feasibility Study

- Proposed Professional Services Agreement for Regional Dispatch Feasibility study between the Town of Wenham and Municipal resources, Inc.
- Memo Re update on Regional Essex County Communications (RECC) Center and Potential Regional Dispatch Alternatives from P. Lombardi 2.2.18

- Essex County Regional Communications Center Organizational Assessment & operational Audit Executive Summary, prepared by Municipal Resources, Inc. February 2018

Mr. Lombardi spoke on the preliminary Scope of Services proposed by MRI to conduct a feasibility study to look at regional dispatch options to either rejoin the Town of Hamilton Emergency Center Operations or regionalize with the Town of Danvers, and possibly another community.

MRI was hired in 2014 to look at feasibility study for three towns being Ipswich, Hamilton, and Manchester and recently again a similar study was done for Danvers, Hamilton, and Manchester; both reports provided significant data pertinent to Wenham's study. The cost for Wenham's proposed study is \$9,000 to include key issues such as facility, technology, staffing, operational feasibility, as well as transition costs, capital costs, full integration, and financial implications.

The pros, cons and cost of a shared frequency vs stand-alone frequency would also be included in this study.

This study was not anticipated and therefore not budgeted in FY19 and would require a Reserve Fund Transfer.

The BOS were asked to review the scope of work before the Town Administrator reached out to the towns of Hamilton and Danvers to review and finalize before MRI was engaged. Both Hamilton and Danvers are capable to host more than one community.

Mr. Lombardi went on to say based on the RECC audit report completed in February 2018, the RECC has begun to transition to combined frequencies for fire departments; it is planned for Wenham to be combined with Essex. Based on this trial, police departments would also be transitioned.

It was confirmed the FY19 rate of \$16.26 per capita would hold but for FY20 and beyond, it is uncertain what the town would be required to contribute. It is very likely that the State 911 would take over the RECC center.

Mr. Lombardi reminded the Board that any transition would take about a year.

A discussion followed on the logistic and governance to go forward with this study to join Hamilton or Danvers and how Wenham is limited to what communities it may consider. MRI will be asked if there are options they think should be considered by Wenham. Wenham already has the dark fiber connection to Hamilton and Danvers recently received a state grant to build a dark fiber connection to Wenham. A dark fiber connection is a secure infrastructure connection (dedicated line) independent of a third party to make connections.

Old Business

Recommendations on FY18 Merit Pay for Non-Union Employees

- Memo re. Additional Recommendations on Fy18 Merit Pay for Non-Union Employees from P. Lombardi 6.14.18
- FY18 Merit Pay Increases – Approved for Non-Union Employees
- Compensation and Classification System: Town of Wenham Non-Union Employees Proposed 6.19.18

Mr. Lombardi confirmed the performance evaluation has been completed for the last 6 employees.

On a side noted, Mr. Lombardi reported that 85% of the \$28,000 allocated in the FY18 budget was appropriated for merit pay increases.

Vote: Mr. Wilhelm moved to approve the recommended FY18 Merit Pay increases as presented by the Town Administrator, Peter Lombardi. The motion carried unanimously.

Minutes- Open & Executive Session (ES)

Vote: The BOS unanimously approved the BOS meeting minutes of April 24, 2018; May 1, 2018; May 3, 2018; May 15, 2018; June 5, 2019.

*Vote: The BOS unanimously approved & **Held** the BOS ES meeting minutes of April 24, 2018 # 2; May 15, 2018 #1; May 15, 2018 #2; June 5, 2018.*

Vote: The BOS unanimously approved & Released the BOS ES meeting minutes of April 24, 2018 #1; May 1, 2018 # 1; May 1, 2018 #2.

Adjournment – *The BOS unanimously adjourned at 8:19 pm.*

Respectfully Submitted By
Catherine Tinsley
7.18.18