

OLD BUSINESS

ANTICIPATED ADJOURNMENT

7:30 P.M.

7:45 P.M.

Town of Wenham **BOARD OF SELECTMEN**

AGENDA

Tuesday September 11th
5:00 PM
Wenham Town Hall – 138 Main Street
Notice of public meeting as required by M.G.L. Chpt. 30 §18-28

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

5:00 P.M.	WELCOME: Call to order	
	Executive Session #3 under M.G.L. Ch. 30A, § 21 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declared Maple Woods	en es:
	Executive Session #2 under M.G.L. Ch. 30A, § 21 – To conduct strategy sessions in preparation for negotive with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunipersonnel. • Finance Director / Treasurer/Collector	iations on
6:30 P.M.	PUBLIC INPUT: ITEMS NOT ON THE AGENDA	
	ANNOUNCEMENTS	JW
	1. Wenham Police Department Offering Womens' Self Defense Class – September 11 th , 12 th , 18 th , and	
	19 th , 2018 from 5:30 to 8:30PM at Buker Elementary School	
	2. Household Hazardous Waste Collection Day – Saturday September 22 nd	
	 Reduction in Water Conservation Restrictions effective August 29, 2018 Age Friendly Survey of Residents Ages 50 and Over Available at COA, Town Hall & Library 	
	5. Board and Committee Vacancies – Call For Volunteers	
6:40 P.M.	REPORTS	
	TOWN ADMINISTRATOR – Update	
	CHAIRMAN SELECTMEN	
6:50 P.M.	CONSENT AGENDA	СН
	A. One Day Liquor License – Wenham Museum Golf Tournament	
	Friday, September 21, 2018, 12:00pm – 8:00pm	
	B. Acceptance of 375 th Anniversary Donations	
	C. Approval of Minutes	
	 Open Session: June 19, 2018; August 6, 2018; August 7, 2018; August 21, 2018 Executive Session: June 19, 2018; August 7, 2018; August 21, 2018 	
6:55 P.M.	NEW BUSINESS	
	D. Appointments (3 minutes):	JW
	 Hamilton-Wenham Cultural Council – Lauren Consolazio 	
	Treasurer/Collector – Monica Ford	****
	E. FY18 Annual Investment Results Report (5 minutes)	JW
	F. Review of FY19-20 Goals from Annual Retreat (15 minutes)	CH JW
	G. Finance Office Transition Plan (10 minutes)H. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)	CH
	11. Onto matters, as may not have been reasonably antiopated by the chair (Discussion Only)	

Discussion of Potential Installation of Cell Tower at Iron Rail Property (15 minutes)

JC

ANNOUNCEMENTS – BOARD OF SELECTMEN MEETING – September 11, 2018 Jack Wilhelm

- 1. The Wenham Police Department is offering free Women's Self Defense Courses this month using the Rape Aggression Defense Systems (R.A.D.) model with the first session in progress tonight. Remaining sessions will be held September 12th, 18th & 19th from 5:30pm 8:30pm at Buker Elementary School. This class is for women only and participants must be at least 18 years of age. Spaces will be filled on a first come, first serve basis. Please contact Officer Michael Chandler at mchandler@wenhamma.gov or call the Police Dept. at 978-468-5500.
- 2. The annual Household Hazardous Waste Collection Day for all Wenham and Hamilton residents will be held Saturday, September 22nd from 9:00am 12:00pm at the Hamilton DPW Yard, 577 Bay Road. Please visit the DPW page on our website for a complete list of accepted items and fees. Checks, made payable to the Town of Hamilton, will be the only form of payment accepted. You may contact Hamilton Town Hall with questions at 978-626-5227.
- 3. Effective August 28, 2018, the water ban in the Town of Wenham has been relaxed to again allow the use of sprinklers between the hours of 5:00pm and 9:00am. Although conservation is always necessary and encouraged, the increased water level in the Ipswich River allows us to relax the ban in accordance with our Water Conservation By-law. Seasonal restrictions remain in place which mandates that no sprinklers are allowed between 9:00am to 5:00pm, hand watering only is allowed during those hours. Mandatory water conservation restrictions are in effect from May 1 to September 30 and include private wells. We would like to thank all residents for their understanding and continued cooperation.

ANNOUNCEMENTS – BOARD OF SELECTMEN MEETING – September 11, 2018 Jack Wilhelm

- 4. Last week, residents ages 50+ were mailed a postcard invitation to participate in a Wenham Connects Age-Friendly survey. The survey may be accessed on our website via the homepage and Council on Aging page. Hard copies of the survey are available at the Council on Aging, Hamilton-Wenham Public Library and at Wenham Town Hall. Survey results will be compiled and used to aid in our initiative to make Wenham more Age & Dementia Friendly. Please contact Jen Flynn at the Council on Aging at 978-468-5529 with any questions or to have a survey delivered to you.
- 5. The Board of Selectmen is accepting letters of interest for openings on the following appointed boards and committees:

Community Preservation Committee

Conservation Commission

Council on Aging

Educational Fund Committee

Elderly & Disabled Relief Fund

Hamilton-Wenham Community Access Media

Hamilton-Wenham Cultural Council

Open Space & Recreation Committee

Iron Rail Commission

Scholarship Fund Committee

Veterans Committee

WISSH Committee

Zoning Board of Appeals

Please visit the Volunteer Opportunities page on our website for more information about the number of vacancies and committee descriptions. Letters of interest may be directed to the Board of Selectmen at nroebuck@wenhamma.gov. Please contact the Town Administrator's Office at 978-468-5520 x 2 with any questions.



For Immediate Release

Wednesday, Aug. 22, 2018

Contact: John Guilfoil Phone: 617-993-0003 Email: john@jgpr.net Wenham Police Department Thomas Perkins, Chief of Police 1 Friend Court PO Box 536 Wenham, MA 01984

Wenham Police to Offer Womens' Self Defense Courses

WENHAM — Chief Thomas Perkins is pleased to announce that the Wenham Police Department will offer women a chance to participate in self defense courses next month.

Three of the four classes will be held from 5:30 p.m. to 8:30 p.m. at Buker Elementary School on the following dates:

- Tuesday, Sept. 11 (location to be determined)
- Wednesday, Sept. 12
- · Tuesday, Sept. 18
- Wednesday, Sept. 19

The classes will use the Rape Aggression Defense Systems (R.A.D.) model, which relies on teaching women how to develop and enhance practical self defense skills that they can rely upon in the event of an attack.

The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, before progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program.

This course will be taught by nationally certified R.A.D. instructors and will provide each student with a workbook and reference manual. The course materials outline the entire program for reference and continuous growth.

"While we hope they're never needed, these self defense tactics can ultimately make the difference in helping someone avoid becoming a victim," Chief Perkins said. "I sincerely hope women in our community will take advantage of this resource."

The class is for women only, limited to 20 and the participants must be at least 18 years of age. It will be on a first come, first serve basis. If you would like to register for this or future self-defense training programs, or have any questions, please feel free to contact Officer Michael Chandler at mchandler@wenhamma.gov, or call the department at 978-468-5500.





Household Hazardous Waste Collection Day

Do Evil Spirits Lurk in Your Home?

Clean the skeletons out of your closets, basement, and garage.

Open to Hamilton and Wenham residents only.

<u>Checks Only</u> Payable to: Town of Hamilton

Date: Saturday, September 22, 2018 Time: 9:00 AM - NOON

Place: Hamilton DPW Yard, 577 Bay Road Info: Hamilton Town Hall 978-626-5227

WHAT DO I BRING??

From the Workbench:

- ✓ Oil Based Paints
- √ Stains & Varnishes
- ✓ Wood Preservatives
- ✓ Paint Strippers/Thinners
- ✓ Solvent Adhesives
- ✓ Lighter Fluid

From the Yard:

- ✓ Weed Killer
- √ Chemical Fertilizers
- √ Flea Control Products
- ✓ Moth Balls
- ✓ Poisons, Insecticides, Fungicides

From the Garage:

- √ Fuels/Gasoline/ Kerosene
- ✓ Engine Degreaser
- ✓ Brake Fluid/Carburetor Cleaner
- ✓ Transmission Fluid
- ✓ Car Wax, Polishes
- ✓ Driveway Sealer
- ✓ Antifreeze
- ✓ Roofing Tar
- ✓ Swimming Pool Chemicals
- ✓ Motor Oil

From the House:

- Rubber Cement, Airplane Glue
- √ Fiberglass Resins
- √ Aerosol Cans
- ✓ Photo Chemicals
- ✓ Furniture Polish
- ✓ Floor & Metal Polish
- ✓ Oven Cleaner
- ✓ Drain & Toilet Cleaner
- ✓ Spot Remover
- ✓ Rug & Upholstery Cleaner
- ✓ Hobby Supplies, Artist Supplies
- ✓ Chemistry Sets

Fees:

\$60.00 for up to 25 gallons or 25 pounds for HW \$36.00 for up to 10 gallons or 10 pounds for HW \$30.00 for up to 3 gallons or 3 pounds for HW

*Latex paint will NOT be accepted (see below)

What NOT to Bring??????

- Ø Empty Containers/Trash
- Ø Commercial or Industrial Waste
- Ø Radioactive Waste, Smoke Detectors
- Ø Infectious & Biological Wastes Ammunition,
- Ø Fireworks, Explosives
- Ø Fire Extinguishers
- Ø Syringes
- Ø Organic Peroxides
- Propane tanks (contact retail distributor for disposal)
 Latex Paint



How Can I Safely Transport

These Hazardous Materials???

- Leave materials in original containers.
- Tighten Caps and lids.
- Sort and pack separately: oil paint, pesticides, and household cleaners.
- Pack containers in sturdy upright boxes and pad with newspaper.
- NEVER MIX CHEMICALS.
- NEVER SMOKE while handling hazardous material

This collection is operated by: Clean Harbors Environmental Services (800) 263-1304

*Latex Paint is NOT hazardous - Please solidify by removing lid to allow paint to dry out and dispose of the hardened paint with your regular trash NOT RECYCABLES

The Hamilton Police Department holds an annual National Take Back Prescription Day. Find details at www.hamiltonma.gov



MANDATORY WATER CONSERVATION

Effective August 28, 2018, the water ban in the Town of Wenham has been relaxed to again allow the use of sprinklers between the hours of 5pm and 9am. Although conservation is always necessary and encouraged, the increased water level in the Ipswich River allows us to relax the ban in accordance with our Water Conservation Bylaw. Seasonal restrictions remain in place which mandates that no sprinklers are allowed between 9am to 5pm, hand watering only is allowed during those hours. The mandatory water conservation is in effect from May 1 to September 30 and includes private wells. We would like to thank all residents for their understanding and cooperation.

You are invited to participate in the Wenham Connects Age-Friendly survey!

Wenham Connects is an initiative committed to creating an inclusive and accessible environment for all. Your participation plays a key role in helping us to understand how Wenham can build a more livable community.



older adults

The survey is available at Wenham Town Hall, Wenham Council on Aging, Hamilton-Wenham Public Library, or online at wenhamma.gov. For questions or to have a survey delivered to you, please contact Jen at 978-468-5529.

Please return the survey no later than October 15th.

We want to hear from you. Thank you for contributing your ideas.

Postcard - Side 2

Making Wenham more age and dementia friendly is as easy as...

- Complete your survey, available September 15th

 Hear UMass Gerontology present their findings on Wenham
- 2 age-friendly needs assessment on October 16th, from 3:00-4:30pm in Burnham Hall at the Wenham Museum
- Attend the age-friendly film screening on November 1st from 2:00-4:00pm at Wenham Museum, Burnham Hall





Town of Wenham Survey of Residents Age 50 and Over

The Town of Wenham and Council on Aging request that residents age 50 and over share their views in order to assess the needs of the Town's older population and improve programs and services. All of your responses will be kept confidential. Please do not include your name or other identifying information on this survey. If you prefer to respond online, please go to our secure site at: https://www.surveymonkey.com/r/QCWBPT5

If you would like assistance completing this survey, please call the COA at 978-468-5534 to arrange a time. We thank you in advance for your participation.

	Please Return	Your Survey b	y October 15 th , 201	8 🗲
Section I: Co	nmunity & Neigh	borhood		
	have you lived in		ck only one)	
□ 10 years o	·	·	☐ 31-40 years	
☐ 11-20 yea	rs		☐ 41-50 years	
☐ 21-30 yea	rs		☐ 50+ years	
2. How impo	ortant is it to you t	to remain living	in Wenham? (<i>Check</i> o	only one) □
Very	Somewhat	Neutral	Somewhat	Not at All
Important	Important		Not Important	Important
3. How would (Check on Excellent		ommunity as a p	place for people to liv	ve as they age?
☐ Very good	I			
☐ Good				
☐ Fair				
□ Poor				

4.	What are your greatest concerns about your ability to remain living in Wenham as you get older?
	Do you feel that you are encouraged and able to participate in the development of policies relevant to your life? (Check only one) \square No \square Unsure
	ection II: Housing & Living Situation
6.	Which of the following best describes your current place of residence? (Check only one)
	Single family home
	Multi-family home (2, 3, or more units)
	Accessory apartment (add-on apartment to an existing home)
	Apartment building
	Condominium
	Senior Independent Living Facility
	Other (Please specify)
7.	Do you rent or own your current place of residence? (<i>Check only one</i>) I own (Market rate) I own (Subsidized)
	I rent (Market rate)
	I rent (Subsidized)
	Other (<i>Please specify</i>)

8.	Who do you live with? (Check all tha	t apply)	
	I live alone		
	A spouse/partner		
	My adult child(ren) (age 18 or older)	
	My child(ren) (under age 18)		
	My grandchild(ren)		
	My parent(s)		
	Another relative		
	Someone else (including housemate	s or caretakers)	
9.	Does your current residence need he showers or railings on stairs) to impr		
	years? (Check only one)	_	
	\square_{Yes}	\square No	
10). Have you found someone available (Check only one)	to do home maintenance and re	pairs?
	☐ Yes	□ No	
11	L. Do you feel as if the home maintenence enough for you? (Check only one)	nance and repair services are affo	rdable
	□ _{Yes}	□ _{No}	

PLEASE RETURN SURVEY BY OCTOBER 15th, 2018

Section III: Social Activities & Relationships	
12. Which activities do you currently enjoy doi	ng? (Check all that apply)
☐ Volunteering	
\square Active indoor activities (e.g., exercise, water	activities, exercise classes)
☐ Individual/solitary activities (e.g., reading)	
☐ Travel or outings (e.g., day-trips)	
☐ Education (e.g., art & cultural activities, lifel	ong learning)
☐ Media (e.g., film, television, concerts, lectur	es)
\Box Active outdoor activities (e.g., bocce, walking	ng, hiking, cycling)
\square Social activities (e.g., spending time with far	nily and friends)
Arts & crafts (e.g., painting, knitting)	
☐ Food (e.g., cooking, dining out, nutrition)	
☐ Intergenerational programs	
☐ Faith-based activities	
Other (Please specify)	
 13. What types of intergenerational opportunit were available? (Check all that apply) ☐ Programs and events designed to bring generations together ☐ School tutoring/reading ☐ Public story-telling events 	ities would you participate in if they ☐ Neighborhood breakfasts ☐ Writing workshops ☐ Household chores
Section IV: Caregiving 14. Do you now or have you in the past 5 year person who has a disability or in need of asserblative, or friend)?	
☐ Yes	□ No
15. If Yes on question 14: Are/were you ever p	
☐ Yes	□ No

16. If Yes on qu	estion 14: How ch	iallenging is/w	as it for you to ca	are for this
person(s) an	d meet your othe	r responsibilitie	es with family an	d/or work?
(Check only o	one)			
Very	Somewhat	Neutral	Not Very	Not Challenging
Challenging	Challenging		Challenging	At All
Section V: Heal	th & Well-being			
17. How would	you rate your ove	rall physical he	ealth? (<i>Check onl</i>	ly one)
☐ Excellent	\square Very Good	\square Good	☐ Fair	□ _{Poor}
18. How would	you rate your ove	rall emotional	health? (Check o	only one)
☐ Excellent	\square Very Good	□ _{Good}	☐ Fair	\square_{Poor}
	ealth issue, do you coutine chores, su No	•		
	ealth issue, do you ver, or getting dre □ No		_	<u>re</u> (e.g., taking a
21.Due to a hea	ılth issue, do you	require help do	oing errands out	side the home
(e.g., food sh (<i>Check only c</i>	nopping, picking u one)	p prescriptions	s, or going to app	oointments)?
□ Yes	□ No			
22. If you requi	ire help with any o	of these activit	ies, who helps yo	ou? (Check all that
apply)				
□ N/A: I don't	require any help			
	e to assist me wh	•		
☐ I need help	but can't afford to	pay someone	to help me	
☐ I pay someo	ne to help me			
**************************************	mber helps me			
LA friend help	ps me			
□ Someone el	se helps me (<i>Plea</i> :	se specify)		

23.	How many times of	łid you visit a me	edical doctor or othe	er health care
I	professional for an	y reason in the la	ast 12 months? (Che	ck only one)
0 ti	imes	1-3 times	4-7 times	7 or more times
<u>Sec</u>	tion VI: Transporta	<u>ition</u>		
24.	How do you meet	your transportat	ion needs? (<i>Check a</i>	ıll that apply)
	I drive myself			
	My spouse or child	(ren) drive(s) me		
	Friends or neighbo	rs drive me		
	Public transportation	on/MBTA Comm	uter Rail/The Ride	
	Taxi/Uber			
	Volunteer medical	transportation (I	RSVP Senior Care)	
	Transportation pro	vided by Wenha	m Transit (COA Van)
	Bicycle			
	Walking			
Ш	Other (<i>Please speci</i>	<i>ify</i>)		
25.	Which of the follow	ving challenges h	ave you experience	d while getting around
	locally? (<i>Check all t</i>	hat apply)		
	None			
	Physical environme	ent barriers (e.g.,	signage, lighting, vi	isibility, speed limits)
	Physical challenges	or other limitati	ons (e.g., vision, he	aring, wheelchair
acc	essibility, pedestria	n crossing)		
	Public transportation	on service not av	ailable where I nee	d to go
	No door-to-door as	ssistance		
	Lack of public trans	portation service	es throughout day,	evening, and weekends
	Lack of public trans	portation service	es on a reliable sche	edule
	Council on Aging tra	ansportation not	available/inconven	ient
	Public parking lots,	spaces, and area	as to park	
	Walkability issues (e.g., lack of/ inte	rrupted sidewalks, v	well-maintained streets)
	Other (<i>Please speci</i>	ify)		
PLE	ASE CONTINUE TO	THE NEXT PAGE		

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26. How sati	sfied are you with t	the transportation	on options availab	le to you in
Wenham	? (Check only one)			
Very	Somewhat	Neutral	Somewhat	Not at All
Satisfied	Satisfied		Not Satisfied	Satisfied
Section VII: 0	Current & Future R	etirement Plans	<u>.</u>	
27. What is y	your employment s	tatus? (<i>Check al</i>	ll that apply)	
☐ Working f	full time	☐ Working	part time	☐ Retired
□ Other (<i>Ple</i>	ease specify)			
	you plan to fully r already fully retire	•	ly one) or more years	
☐ Less than	3 years	□ No		
☐ In 3 to 6 y	rears	□Ido	o not anticipate ev	er fully retiring
□ In 7 to 9 y	ears			
	re any time in the p			have money for
	ving necessities? (C	песк ан тпат арр	oly)	
•	not lack money			
	mortgage, real esta			
	edical needs (e.g.,	•		
	r repairs or home r			
	bills (e.g., oil or el	ectricity)		
☐ Buy food				
☐ Other (Ple	ease specify)			

PLEASE RETURN SURVEY BY OCTOBER 15th, 2018

my retirei needs, ind	ment, I expect to	of agreement with the have adequate resourd intenance, real estate in	ces to meet my fir	nancial
Strongly	Agree	Neither Agree	Disagree	Strongly
Agree		Nor Disagree		Disagree
Section VIII:	Programs & Serv	vices at the Council on	Aging/Communi	ity
generatio		s in your community tl s? (<i>Check only one</i>)		owards all
☐ Yes			NO	
32 Do you f	eel the activities	in your community ap	peal to a diverse	population of
older adu	lts? (Check only	one)		
☐ Yes		□ 1	No	
33. If no, wh	at types of activi	ties or events would yo	ou like to see avai	lable?
		· . :	x+ 111	
34. Do you c	urrently use the	programs or services o	ffered by the Cou	uncil on
Aging? (C	heck only one)			
☐ Yes			□No	

PLEASE RETURN SURVEY BY OCTOBER 15th, 2018

35	.Below is a list of problems one could encounter when accessing the Council or
	Aging or its programs. Which of these problems have you or someone you
	know experienced, if any? (Check all that apply)
	Lack of transportation
	Not knowing what programs and services are available
	Not knowing how to contact the Council on Aging
	Programs don't interest me
	Location and/or hours of the Council on Aging are inconvenient
	Limited class size for events/activities
	Cost of programs
	I don't think I would fit in there
	I do not identify with the word "senior"
	I participate in programs elsewhere
	I have not experienced any problems
	Other (Please specify)

36. The following items refer to programs and services that are currently offered through the Wenham Council on Aging. Please rate how important each program/service is to you and/or your family. (*Check only one box per item*)

	Important	Important	Not Important	Not at All Important
Assistance with local or state programs (e.g., financial, fuel)				
Educational opportunities				
Fitness activities			П	
Health and wellness				
Health insurance counseling (SHINE counselor)				
Information, referral & outreach				
Nutrition/Meals on Wheels				
Professional services (e.g., tax, legal & financial resource list)				
Social activities				
Support groups				
Transportation				
Trips/Outings	П			
Volunteer opportunities				

	_ ,	biopianis an	a sei vices	offered thro	ugn me
Council on Aging	g? (Check only o	ne)			
Very	Somewhat	Neutral	Some	ewhat	Not at All
Satisfied	Satisfied		Sati	sfied	Satisfied
38. How satisfied a	re you with the	Council on A	ging progi	rams and ser	vices that
you received or	participated in	? (Check only	one)		
Very	Somewhat	Netural	Sor	newhat	Not at All
Satisfied	Satisfied		Sa	tisfied	Satisfied
Section IX: Commu		formation			
☐ Phone					
☐ Mail 40. How important (Check only one	•	is to have the Somewhat	e followin Neutral	g in your co Somewhat Not Importar	Not at All
40. How importan	box per item) Very	Somewhat		Somewhat	Not at All
40. How important (Check only one Access to community information in one	box per item) Very Important □	Somewhat Important	Neutral	Somewhat Not Importar	Not at Ali nt Important
40. How important (Check only one) Access to community information in one central source Clearly displayed, printe community information	box per item) Very Important d =s ired)	Somewhat Important	Neutral	Somewhat Not Importar	Not at Ali nt Important

Section X: Demographic Information

41. What	is your age ra	inge? (<i>Check d</i>	only one)					
50 to 59	60 to 69		70 to 79	80 to 89	90+			
42. What is your marital status? (Check only one)								
Married	Widowed	Divorced/ Separated	Never Married	Living with Partner	I Would Rather Not Say			
43. Which of the following best describes your race/ethnicity? (Check all that apply)								
☐ White/Caucasian ☐ Asian			☐ Black/African American ☐ Hispanic/Latino					
☐ Native American			Other (<i>Please specify</i>)					
44. What is the primary language spoken in your home?								
45. What	: is vour gende	er?						

Section XI: Additional Information

important to have in you suggestions you would li	lease use this space to specify any services or other items you think are apportant to have in your community as you age, or any other concerns or ggestions you would like planners to think about to help make Wenham ore friendly for older adults.					
47. Have you heard anythin communities? (<i>Check on</i> ☐ Yes ☐ Some, but not much ☐ No	-	of age and dementia-friendly				
48. If yes or some on quest age and dementia-friendly o		ou heard about the creation of				
49. Would you be intereste initiatives? (<i>Check only o</i>		gram on age and dementia-friendly				
□ Yes	□ No	☐ Not sure				
Thank you for taking the concerns regarding this sur	•	e. If you have any questions or				
Peggy Cahill Town of Wenham Age-Friendly		ail: PCahill@wenhamma.gov one: 781-424-3807				
VOLUME COMPLETED	THE CHRYCY DIE	ACE DETUDALIT DV				

YOU HAVE COMPLETED THE SURVEY. PLEASE RETURN IT BY: OCTOBER 15th, 2018. THANK YOU! ©



Search...

HOME

TOWN GOVERNMENT

DEPARTMENTS

BOARDS & COMMITTEES

COMMUNITY

Job Openings

Home » Job & Volunteer Opportunities » Volunteer on a Board or Committee

Email Me

Volunteer on a Board or Committee

Senior Property Tax Work-Off Program

Veterans Property Tax Work-Off Program

VOLUNTEER OPPORTUNITIES

If you would like more information about serving on one of our many Boards and Committees, please contact Nicci Roebuck in the Town Administrator's Office at 978-468-5520 x2. Letters of interest and resumes (if applicable) should be addressed to the Board of Selectmen at Wenham Town Hall, 138 Main Street, Wenham, MA 01984 or emailed to nroebuck@wenhamma.gov in the Town Administrator/Board of Selectmen's Office.

Current Openings

3 New Committees: Educational Fund, Elderly & Disabled Relief Fund, Scholarship Fund

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

Now that the Town is starting to once again give residents the opportunity to contribute to these various funds, the Board of Selectmen will appoint residents to each of these committees so that they can appropriately allocate funds that are collected through this process. Please submit letters of interest by August 31, 2018 to the Town Administrator's Office.

Community Preservation Committee - 1 Opening - Three Year Term

The Community Preservation Committee (CPC) was created pursuant to Wenham's adoption of the Community Preservation Act in 2005. The CPC consists of nine volunteer members, one each from the Planning Board, Historic District Commission, Joint Recreation Board, Housing Authority, and Conservation Commission, and four members atlarge.

The CPC is charged with reviewing applications for grants from the Community Preservation Fund, making recommendations to Town Meeting for funding approval and monitoring the distribution and use of any funds approved by Town Meeting. The Act provides that Community Preservation Funds may be expended on projects in any of four categories: historic preservation, open space acquisition, affordable housing creation and recreation.

Conservation Commission - 1 Opening - Three Year Term

To preserve and protect the integrity of wetland systems in the Town. The Commission derives its authority from the Massachusetts Wetlands Protection Act and the Wenham Water Resources Protection Bylaw. Responsible for the promotion and sound development of the natural resources and protection of the watershed resources of the community.

Council on Aging - 2 Openings - Three Year Terms; 5 Associate Member Openings - Three Year Terms
To identify needs of Wenham's elders, develop programs and services to meet those needs, to educate the community on elder issues and to advocate on behalf of elders. To set goals and objectives and support staff in implementing and promoting the COA's mission.

Hamilton-Wenham Community Access & Media - 2 Openings - Three Year Terms

A committee charged with recommending policy, monitoring on-going operation of the cable system and the local cable studio, and assuring that the licensee is responsible to the respective Boards of Selectmen.

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

Works to inform the public, qualify applications, and dispense funds allocated by the Massachusetts Cultural Council (MCC), a state agency. The budget of the MCC is determined by the state legislature and the MCC's source of funds is the Megabucks lottery game. Its purpose is to re-grant state funds for community based arts, humanities, and interpretive science projects and activities to benefit the residents of Hamilton and Wenham. Grant decisions are subject to final approval by the MCC.

Iron Rail Commission - 2 Openings - Three Year Terms

To maintain, repair and protect the Iron Rail property. To aggressively plan for rental, gymnasium and meadow use in order to create income, revitalize the land and encourage active use of the area for educational enjoyment by all townspeople. To work with other town groups in arranging for orderly use of the land, including the layout of roads and the negotiating of locations for specific site use, safety and scheduling.

Open Space and Recreation Committee - 5 Openings - One Year Terms

Comprised of residents who have a diversity of interests and experiences, ranging from interest in community character and landscape preservation to economic development and real estate, from active and passive recreation to natural resource conservation. Work to deliver a comprehensive update to the Town's Open Space and Recreation Plan (OSRP). Click "here" to view the full committee charge.

Veterans Committee - 1 Opening - Three Year Term

The mission of the Veterans Committee is to perpetuate and support Veterans ceremonies, events, and other activities in the Town of Wenham. The Veterans Committee will assist veterans and their families, as appropriate, in cooperation with other organizations and agencies. Click *here* for the complete Veterans Committee Charge.

Zoning Board of Appeals - 1 Associate Member Opening - Two Year Term

Exercises all powers granted to it by Massachusetts General Laws, Chapters 40A, 40B and 41 and the Town of Wenham Zoning Bylaw. The Board hears and decides applications for special permits, appeals or petitions for variances from regulations governing dimensions of land or structures, appeals taken by any aggrieved by reason of his inability to obtain a permit or enforcement action under the provisions of MGL Ch 40A, and applications for comprehensive permits.

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BOARD OF SELECTMEN MEETING

September 11, 2018

REPORTS

- TOWN ADMINISTRATOR Update
- CHAIRMAN
- SELECTMEN



Town of Wenham

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

MEMORANDUM

TO: Board of Selectmen

FROM: Peter Lombardi, Town Administrator

RE: Town Administrator's Report

DATE: September 11, 2018

Personnel

With Karen Moulton leaving the Finance Office at the end of this month, we posted the Finance Assistant & Payroll Coordinator the last week of August and expect to interview candidates by the last week of September. The position is budgeted at 30 hours/week and has a pay range of \$21.01 to \$26.26/hour. The goal is to fill this position as soon as possible in October.

The Police Department posted two full-time Officer positions at the end of July and we plan to conduct interviews with the six internal candidates who applied in the last week of September. We expect to have recommendations to the Board to fill these vacancies by the beginning of October to make sure we facilitate as timely a transition as possible.

Street Tree Removals & Plantings

As discussed at our last meeting, the Tree Warden held public hearings on August 23 and September 6 regarding over 50 proposed tree removals across Town. With the exception of the birch tree on Town Hall lawn, all other removals are expected to be completed in the coming weeks. The Tree Warden has also provided a list of locations where he plans to work with the DPW to plant \$10k in new street trees this fall and next spring, including several replacements for trees that are now scheduled for removal.

Paving Work

The DPW has scheduled paving overlay projects of Pleasant Street and Meridian Road as part of our annual road repair program. Grinding is set to take place on Friday September 21 and repaving with then occur the following week, weather permitting. Both roads were identified as top priorities to address by a Town-wide pavement inspection that was completed this past spring. Now that the timeline for this work has been finalized, residents of both roads will be mailed notices to this effect this week. We are using \$126k in Chapter 90 funds for this work, leaving a balance of \$76k for next year. We receive just over \$150k/year in funding from the state through this program.

The access road and parking lot behind the brick building at the Iron Rail property will also be paved the last week of September. A reminder that, earlier this year, Town Meeting approved issuance of up to \$245k in debt to fund paving and roof work at the Iron Rail. Debt payments for these projects will be made from the Iron Rail Rental Revolving Fund approved by Town Meeting last year.

Positive West Nile Vims Mosquito Tests

The Massachusetts Department of Public Health recently announced that West Nile Virus (WNV) has been detected in mosquitoes collected from a site at the Iron Rail property in Wenham. We have had 2 positive tests there over the past 2 weeks. With over 500 positive WNV results to date statewide, all of Massachusetts is now considered a moderate risk level. The Board of Health is meeting tomorrow morning with representatives from Northeast Mosquito Control and Wetlands Management District to determine next steps, potentially including increased outreach efforts to educate residents and/ or targeted spraying. The Hamilton-Wenham School District's Administration has been notified of these developments and is working with the Town as well.

Enon One Ceremony

Our historic hand pumper is now scheduled to be delivered on the weekend of September 22. To commemorate its return to Town after being housed by the American Hand Fire Society in Newbury since site work began on our new Police Station, a formal ribbon cutting ceremony is set to take place at its new home behind Town Hall on Saturday October 13 - more details to follow.

BOARD OF SELECTMEN MEETING

September 11, 2018

CONSENT AGENDA

Introduction:

In an effort to expeditiously address relatively routine items that may not require extensive deliberation, we have added a new Consent Agenda section to our meeting format. Generally speaking, all items listed in the Consent Agenda will be voted on in a single motion. If discussion on a particular matter is desired, a member of the Board may make a motion to remove that item from the Consent Agenda and such item will then be addressed before we begin New Business.

Draft Motion:

I move to approve items A through C in the Consent Agenda as presented, with the Executive Session meeting minutes from August 7 and August 21 to be held until further notice.

BOARD OF SELECTMEN MEETING

September 11, 2018

CONSENT AGENDA A. One Day Liquor License

Kathleen Feldman, The Wenham Museum
The Wenham Museum Golf Tournament Fundraiser at
Wenham Country Club, 94 Main Street &
The Wenham Museum, 132 Main Street
Friday, September 21, 2018, 12:00pm – 8:00pm

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



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:	t Title: Wenham Museum Golf Tournament				
Date of Event:	September 21, 2018				
Start Time:	12pm				
Expected End Time:	8pm				
Address of Event:	132 Main Street				
# of People Expected to Attend:	80				
Open to Public or Private Event?	Private				
Type of Event? (fundraiser, party, golf tournament, etc.)	Fundraiser				
Event Location Description: (private home, public area, function hall, etc.)	The Wenham Museum, Wenham Country Club				
Indoor or Outdoor Event?	Outdoor and Indoor				
Bar or Liquor Service Vehicles?	Yes ·				
Contact Name:	Kathleen Feldman				
Company/Organization Name:	The Wenham Museum				
Phone Number: 978-468-2377 x 128					
Email Address:	Kathleen.feldman@wenhammuseum.org				
Requesting a License for Sale of:					
X All Alcoholic Beverages (non-pro The Licensed Activity or Enterprise is:	fits only) \$50 Malt and Wine (for profit companies) \$100				
X Non-Profit (May sell all forms of liquor) For Profit (May sell wines and malt beverages of					
Please inform the Wenham Police Dep one week prior to your event, as a polic liquor consumption and a police detail	ed by an incorporated educational institution authorized to grant degrees? NO_partment of your function if your expected attendees will exceed 75 guests at lead ce detail may be required. All outdoor events will require a designated area for if open to the general public regardless of the number of attendees. Station made payable to the "Town of Wenham" for the designated license fee				
Signature	Dave				
Voluleen Foldon	Asn				

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.

Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention ProcedureS) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.





Sincerely.

Adam F. Chafetz HCl President ID#: 4721945 Name: Jerry K Freedman

Exam Date: 2/5/2018 Expiration Date: 1/28/2021



Son Premise Issued: 2/5/2018

Issued: 2/5/201 ID#: 4721945

> Jerry K Freedman 201 Webster Woods Ln North Andover, MA 01845-5731

For service visit us online at www.gettips.com TIPS Trainer: Brecanna Robinson, \$1699





DATE (MINIDORYYYY)

CERTIFICATE OF LIABILITY INSURANCE 07/12/2018 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT Lauren Goldman PRODUCER PHONE [A/C, No, Ext): E-MAIL ADDRESS: (978) 927-2800 FAX: (978) 927-8938 Leslie Ray Insurance Agency, Inc. 129 Dodge Street laureng@leslieray.com INSURERIS) AFFORDING COVERAGE NAIC# MA 01915 Beverly Hanover Insurance Company INSURER B: Norfolk & Dedham Mutual Fire Ins Co INSURED 23965 Wenham Historical Assoc. INSURER C : and Museum, Inc. INSURER D : 132 Main Street INSURER E : Wenham MA 01984 INSURER F: 2018 COI **COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:** THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDL SUBR INSD. WVD LTR LIMITS TYPE OF INSURANCE. POLICY NUMBER. COMMERCIAL GENERAL LIABILITY 1,000,000 EACH OCCURRENCE DAMAGE TO HENTED PREMISES (Ea occurre 250,000 CLAIMS MADE X OCCUR 2 10,000 MED EXP (Any one person) ZBN9302014 08/21/2016 08/21/2019 1,000,000 Α PERSONAL & ADV INJURY 2,000,000 GEN'L ÄGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE s 2,000,000 JECT-PRODUCTS - COMP/OP AGG POLICY s 1,000,000 Abuse & Molestation OTHER: COMBINED SINGLE LIMIT (Ea accident) AUTOMOBILE LIABILITY BÓDILY INJURY (Per person) ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED BCOILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) UMBRELLA LIAB 1,000,000 EACH OCCURRENCE OCCUR s 1,000.000 EXCESS LIAB UHN9313210 08/21/2018 08/21/2019 AGGREGATE: CLAIMS-MADE DED. RETENTION \$ WORKERS COMPENSATION STATUTE AND EMPLOYERS' LIABILITY 500,000 ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandalory in NH) E.L. EACH ACCIDENT WE144973A 10/30/2017 10/30/2018 500,000 E.L. DISEASE - EA EMPLOYEE 500.000 fyes, dentitle under. DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF CPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space in required) 9/21/2016 Town of Wenham, Wenham Country Club and Henry's Market are all named as additional insureds in regards to general liability when required by written contract. CANCELLATION CERTIFICATE HOLDER SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Wenham Country Club-94 Main Street AUTHORIZED REPRESENTATIVE

Janua Coyette

Wenhan

MA 01984

ADDITIONAL COVERAGES								
Ref#	Descriptio Employee					Coverage Code EBLIA	Form No.	Edition Date
Limit 1 1,000,0		Limit 2 1,000,000	Limit 3	Deducțible Amount 1,000	Dedu	ctible Type	Premium	
Ref#	Description Cyber-Liability					Coverage Code	Form No.	Edition Date
Limit 1. 50,000		Limit 2 Limit 3 Deductible Amount Deductible Type 5,000			ctible Type	Premium		
Ref#						Coverage Code ASMNT	Form No.	Edition Date
Limit 1		Limit 2 Limit 3 Deductible Amount Deductible Type			ctible Type	Premium \$26:00		
Ref#	Descriptio					Coverage Code LCNT	Form No.	Edition Date
Limit 1		Limit 2.	Limit 3	Deductible Amount	Dedu	ctible Type	Premium	
Ref#	f# Description Add'l for policy minimum premium				Coverage Code APMP	Form No.	Edition Date	
Limit 1		Limit 2	Limit 3	Deductible Amount	Dedu	ctible Type	Premium	
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Limit 1]	ctible Type	Premium -\$33.00		
Ref#	Ref # Description Coverage Code Expense constant EXCNT					Form No.	Edition Date	
Limit 1					Premium \$250.	Premium \$250.00		
Ref#	Description Coverage C Premium discount PDIS				Coverage Code PDIS	Form No.	Edition Date	
Limit 1		Limit 2 Limit 3 Deductible Amount Deductible Type Premium						
Ref#	Description Confinence increased employer's liability				Coverage Code INEL	Form No.	Edition Date	
Limit 1		Limit 2	Limit 3	Deductible Amount	Dedu	ctible Type	Premium \$50.0	0
Ref#	Descriptio	n		······································		Coverage Code	Form No.	Edition Date
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Limit 1		Limit 2	Limit 3	Deductible Amount	Dedu	ctible Type	Premium	
OFADTLCV Copyright 2001, AMS Services, Inc.								

6619 Salem Five Cents Savings Bank 53-7055/2113 Wenham Museum 132 Main Street Wenham, MA 01984 978-468-2377 \$ **50.00 PAY TO THE ORDER OF . Town of Wenham DOLLARS Town of Wenham Wenham Town Hall 138 Main Street Wenham, MA 01984 MEMO 6619 8/24/2018 Town of Wenham 50.00

50.00

Cash - Salem 5

Nicole Roebuck

From:

Tom Perkins

Sent:

Tuesday, August 28, 2018 11:42 AM

To:

Nicole Roebuck

Subject:

RE: One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

No, nothing additional. Good to go from PD...thanks Nicci!

Thomas C. Perkins, Chief of Police Wenham Police Department 1 Friend Court, P.O. Box 536 Wenham, MA 01984

978-468-5500 Extension 220

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From: Nicole Roebuck

Sent: Tuesday, August 28, 2018 11:33 AM

To: Tom Perkins

Subject: FW: One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

Hi Chief,

Please see Kathleen's response below, and let me know if you have any additional comments/questions. No alcohol will be served outside at the museum for this event.

Thank you, Nicci

Nicci Roebuck

Executive Assistant Town Administrator's Office

Town of Wenham

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

From: Kathleen Feldman [mailto:kathleen.feldman@wenhammuseum.org]

Sent: Tuesday, August 28, 2018 11:27 AM

To: Nicole Roebuck

Subject: RE: One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

Hi Nicci,

Sorry about the confusion!

All outside alcohol would be at the course, probably one fixed location at one of the holes midway. But only at the Wenham Country Club location.

The dinner afterwards at the museum will only have alcohol indoors.

So yes, the "golf" part is the only outdoor part.

Thanks!
-Kathleen

From: Nicole Roebuck [mailto:NRoebuck@wenhamma.gov]

Sent: Monday, August 27, 2018 4:53 PM

To: Kathleen Feldman <kathleen.feldman@wenhammuseum.org>

Subject: FW: One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

Hi Kathleen,

Could you clarify where the alcohol will be served? Will you have multiple service locations on the course, and service inside at the museum after the tournament?

Thanks for your help.

Nicci

Nicci Roebuck

Executive Assistant Town Administrator's Office

Town of Wenham

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

From: Tom Perkins

Sent: Monday, August 27, 2018 3:49 PM

To: Nicole Roebuck

Subject: RE: One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

Hi Nicci,

I assume the indoor/outdoor event would be the golf being the only outdoor part. As long as no alcohol being served outside at the museum, I'm ok without a detail. If they will be serving outside, I would recommend one. Otherwise, all looks in order. Thanks, Tom

Thomas C. Perkins, Chief of Police Wenham Police Department 1 Friend Court, P.O. Box 536 Wenham, MA 01984

978-468-5500 Extension 220

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From: Nicole Roebuck

Sent: Monday, August 27, 2018 3:45 PM

To: Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jeff Baxter; Jacqueline Bresnahan **Subject:** One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

Hi Everyone,

We've received a One Day Liquor License request from The Wenham Museum for their annual Golf Tournament at the Wenham Country Club, 94 Main Street on Friday, September 21st from 12:00pm – 8:00pm. Please review and forward your questions and/or recommendations to the Board of Selectmen.

Thank you, Nicci

Nicci Roebuck

Executive Assistant Town Administrator's Office

Town of Wenham

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

Nicole Roebuck

From:

Jeff Baxter

Sent:

Monday, August 27, 2018 5:03 PM

To:

Nicole Roebuck

Cc:

Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jacqueline Bresnahan

Subject:

Re: One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

Nicci

They are all set.

Jeff Baxter

Sent from my iPhone please excuse briefness or errors.

On Aug 27, 2018, at 15:45, Nicole Roebuck < NRoebuck@wenhamma.gov > wrote:

Hi Everyone,

We've received a One Day Liquor License request from The Wenham Museum for their annual Golf Tournament at the Wenham Country Club, 94 Main Street on Friday, September 21st from 12:00pm – 8:00pm. Please review and forward your questions and/or recommendations to the Board of Selectmen.

Thank you, Nicci

Nicci Roebuck

Executive Assistant Town Administrator's Office

Town of Wenham

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

<One Day Liquor License - Wenham Museum Golf Tournament - 09.21.18.pdf>

Nicole Roebuck

From:

Jacqueline Bresnahan

Sent:

Monday, August 27, 2018 5:09 PM

To:

Jeff Baxter; Nicole Roebuck

Cc:

Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh

Subject:

RE: One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

All set for Building Dept. Thanks,

Jackie

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

From: Jeff Baxter

Sent: Monday, August 27, 2018 5:03 PM

To: Nicole Roebuck

Cc: Tom Perkins; Kevin Dinapoli; Stephen B. Kavanagh; Jacqueline Bresnahan

Subject: Re: One Day Liquor License - The Wenham Museum Golf Tournament 09.21.18

Nicci

They are all set.

Jeff Baxter

Sent from my iPhone please excuse briefness or errors.

On Aug 27, 2018, at 15:45, Nicole Roebuck < NRoebuck@wenhamma.gov > wrote:

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Thank you, Nicci

Nicci Roebuck

Executive Assistant Town Administrator's Office

Town of Wenham

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

BOARD OF SELECTMEN MEETING

September 11, 2018

CONSENT AGENDA B. Acceptance of 375th Anniversary Donations

• Gift and Donation Acceptance Form from the 375th Anniversary Committee



TOWN OF WENHAM GIFT/DONATION ACCEPTANCE FORM

Town Administrator

TO:

C: Town Accountant
ROM: 375th Anniversary Committee
Name of Officer, Department, Board or Committee
he above officer, department, board or committee has requested acceptance of the following gift pursuant to
lassachusetts General Laws, Chapter 44, Section 53A and further requests that the Board of Selectmen authorize the
xpenditure of funds for the stated purpose.
375 Anniversary #925.00 Amount of the Gift
lame of Party Offering Gift Amount of the Gift
375th Merchandise
urpose for which Gift has been Offered
urpose for which Gift has been Offered 375 celebration & events
urpose for which Gift will be Expended
Letter Accompanying Gift Attached
APPROVAL OF RECEIPT AND EXPENDITURE OF GIFT BY THE BOARD OF SELECTMEN
at a meeting of the Board of Selectmen on, the Board of Selectmen voted
o authorize the acceptance and any future expenditure of these gift/donation funds for the purpose described above.

BOARD OF SELECTMEN MEETING

September 11, 2018

CONSENT AGENDA C. Minutes

Open Session:

June 19, 2018

August 6, 2018

August 7, 2018

August 21, 2018

Executive Session:

June 19, 2018

August 7, 2018

August 21, 2018

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 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on 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

o 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.

O 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.

o 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.

- O 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.
- O 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.

DRAFT - JW

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:

- o General Management / Effectiveness
- o Board Relations/ Communication
- Interpersonal Skills & Development
- o 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.

- O 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.
- O 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.
- O 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.

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- O Hamilton Wenham Community Access Media The BOS unanimously voted to appoint Kevan Sano to the Hamilton Wenham Community Access & Media Board for a (3) year term beginning July 1, 2018 and ending on June 30, 2021.
- O 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.
- O 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.
- O Plumbing & Gas Inspector Assistant The BOS unanimously voted to appoint David Pereen as Plumbing & Gas Inspector Assistant for a term beginning July 1,2018 and ending on July 31, 2018.
- O 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.
- O 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.
- WISSH The BOS unanimously voted to appoint Donald Killam, Jr. and Calvin Perkins to the WISSH 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 approve by the Finance & advisory Committee. The motion carried unanimously.

Vacation Carryover Request - James Politano, Facilitates 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. Clemenzi 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

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> 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 a 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 note, Mr. Lombardi reported that 85% of the \$28,000 allocated in the FY18 budget was appropriated for merit pay

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

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TOWN OF WENHAM Board of Selectmen Retreat Meeting of August 6, 2018 Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Monday August 6, 2018 at 10 am in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 10:04 am 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

The purpose of this meeting was to set and prioritize goals for Fiscal Year (FY) 2020 Mr. Lombardi observed most goals are not started/completed in one fiscal year and integrated in the budget.

Discuss Town goals for FY19-FY20 and take any necessary action to adopt mutually agreed upon goals

BOS 2018 Annual Retreat Goals

o General Goals prioritized high to low & Ongoing (Administrative) Goals identified as important Those goals which involve a board/committee who have the primary responsibility, was for the most part, ranked medium.

Additional goals added during the meeting:

1. Union Contracts negotiations begin fall 2018

2. Disposition of Town properties

3. Age In Place (5-year) Action Plan; The Town Administrator is minimally involved

- 4. Municipal Vulnerability Preparedness Grant support to update the hazard mitigation plan
- Complete comprehensive Town Bylaw recodification project and recommend changes for BOS/ ATM consideration

This is a two-part project consisting of the administrative component (edit, grammatical, formulate) and a list of potential changes with policy implications.

Former Town Counsel Paul Weaver initiated this project and remains a part of this process. BOS supported this be worked on before the budget process begins and that a draft be ready for review by November 1.

It was the consensus of the Selectmen that the Town Bylaw update be on the warrant for the 2019 Town Meeting. Dianne Bucco, Town Clerk is the lead person for this project along other /town employees Priority: High

Assess results of Fire Based EMS pilot program and viability of adopting permanent service model changes

Wenham's ambulance service went live in March 2017 for a one-year trial period and to date was considered to be a positive service to residents. Mr. Lombardi observed if the ambulance service was continued past the one-year trial, the Town would need to purchase a new ambulance in FY20 or FY21. Mr. Lombardi is scheduled to meet with the Fire Chief to review the data. The BOS asked to see the quarterly reports.

Priority: High to obtain preliminary information for the purpose of making a decision.

 Work with Open Space & Recreation (OSR) Committee to implement priority year 1 & 2 recommendations of new OSR Action Plan and determine role, if any of the Economic Development Committee

Mr. Lombardi referenced the OSR Action Plan draft, noting the recent completion, and that there were action items in the Action Plan that the BOS needed to be involved in i.e. funding prioritizing, negotiating. The BOS is not the lead board. Priority: Medium

• Work with Affordable Housing Trust (AHT) to implement priority year 1 & 2 recommendations of AH Action Plan

Ms. Harrison, who serves on the AHT, anticipated that the BOS would be asked to review town owned properties for the potential of development of affordable housing.

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The Selectmen asked for a map of town owned land and the developability. This item would be moved to the ongoing goals. The BOS noted the importance of getting beyond the 10% affordable housing. Priority: Medium

• Initiate and deliver the Town's first Master Plan to fully integrate strategic planning initiatives
All Plans i.e. COA Age in Place Plan, OSR Action Plan, AHT Action Plan, would all be under the Town's Master Plan.
A consultant would be hired for this goal. The BOS agreed this was a FY21 Goal.
Mr. Wilhelm questioned if other communities on the North Shore have a Master Plan and if it was useful and warranted the cost/time.

Priority: Low for Fy 20

Work with Hamilton officials to deliver an updated Joint Recreation Agreement

It was noted the Town of Hamilton was in the process of hiring a new Town Manager.

This would be a review of the current document with recommended changes.

Mr. Lombardi will refresh the Joint Agreement draft with a focus on capital planning, process, clarity on financial responsibility Priority: Medium

• Evaluate Regional Dispatch service options, select preferred partner, and develop transition/improvement plan

With State 911 anticipated to take over the Regional Dispatch, the Town has begun the evaluation process to determine the best solution for Wenham; this will transition over into FY21. MRI was recently hired to begin the process to evaluate potential shared dispatch with the Town of Danvers or Hamilton. The Town will either need a transition plan or a new intermunicipal agreement with State 911.

Priority: High

• Gauge interest in and feasibility of siting new cell towner at Iron rail Property

It was noted there are cellular service gaps on both sides of town, but because the west side of town must adhere to restrictions due to the close proximity to the Beverly Airport, there has been no viable options to place a cell tower. The Iron Rail property has been studied as a good location for a cell tower which would serve most of the east side of town. This would also potentially bring in revenue to the Town. The Iron Rail Commission is the lead on this study. Priority: Medium

• <u>Develop plan to address recreational Town/School tennis courts including potential coordination with other facilities</u>
Mr. Lombardi cited the cost to repair or build new tennis courts and proposed the Town/school consider a trial period for shared courts.

Priority: Medium

Ongoing goals

It was noted that the items listed under Ongoing Goals tend to be more the Town Administrator's responsibility and the BOS setting a priority was not applicable, but rather the BOS and Town Administrator agree what was important. The Selectmen briefly reviewed the ongoing goals as listed.

Manage FY 20 annual operating budget process through to completion, with the goal of working with Hamilton Wenham Regional School District to deliver a balanced budget under the levy limit without reducing Town or School services. Important.

The BOS reflected on last years' budget process with the school and lack of transparency; noting the potential of another override, the BOS may need to set policy direction. This will become more apparent with the budget process.

o <u>Refine Annual Town Meeting preparation</u> and outreach to improve attendance participation and outcomes Important.

It was noted that there has not been a formal review of the 2018 Annual Town Meeting. It was agreed this item should be a stand-alone meeting with the key participants i.e. BOS, Moderator, Town Clerk, Finance Committee Chair. Mr. Lombardi will coordinate schedules and propose meeting dates.

- o <u>Deliver Annual Town Report and Budget</u> documents that meet the highest standards.
- o Continue to update and implement 5-year Capital Improvement Program

BOS Retreat 8.6.18 2/3

- O Continue to improve resident engagement, including distribution of town wide survey and incorporation of results into town's outreach efforts as well as assessing need for developing community sign policy. Ms. Harrison noted she intended to reconsider the format and schedule of her monthly Selectman Listening Hour.
- Remain engaged in Regional water resource planning efforts
- Work with Mass DOT to design and install traffic signal in downtown corridor on Main Street
 Important top of the list
- o Work with HW Garden Club to complete new Community Garden at Pingree Park
- Complete Longfellow Road & South Street repair project and implement betterment program
 Important top of list
- Complete updated of Employee Handbook and implement select recommendation of Human Resources Audit
 It was noted that the Employee Handbook is near completion.
- Work with consultant & Public Employee Committee to annually evaluate changes to employee health insurance program Because the Town is officially out of the GIC (Group Insurance Commission) the town is now responsible for health insurance plan designs and negotiations. The (new) Finance Director will be directly involved with the Consultant. It was noted that the Town has a contribution rate at 75/25 and most communities are at 50/50. This would be reviewed as part of the new plan.
- Successfully manage transition of new shared Inspectional Service Program and refine as necessary top of list Important – top of the list The BOS will meet jointly with Hamilton BOS to interview the recommended finalists for electrical inspector and building inspector.
- Support new Fire Chief professional development and assess long term viability of his continued leadership roll
 Important top of list
- o Effect successful transition of new Finance Director including integration into the budget building process

Mr. Lombardi will revise and update the Goals list and distribute to the BOS upon completion.

Adjournment: The BOS unanimously adjourned at 12:10 pm

Respectfully Submitted By Catherine Tinsley 8.7.18

TOWN OF WENHAM Board of Selectmen Meeting of August 7, 2018 Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday August 7, 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 6 pm Selectmen present: Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (2021); Jack Wilhelm, Clerk (2019) Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information Recorded with permission by HWCAM Meeting packet

Executive Session under M.G.L. Ch. 30A, § 21 (3) – 253 Larch Row

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

The BOS returned to open session at 6:35 pm.

ANNOUNCEMENTS - Additional information is on the Town's web site

- o Wenham Day Saturday, August 25th, 10am 4pm
- o 375th Anniversary Parade & Community Day Saturday, September 8th
- o 3rd Annual Citizens Leadership Academy Fall 2018
- o Request for Letters of Interest to Fill Scholarship Fund, Educational Fund, and Elderly & Disabled Relief Committees

REPORTS

Town Administrator

- Hamilton-Wenham Public Library Strategic Plan The Hamilton-Wenham Public Library's Strategic Plan is set to expire next year. The Massachusetts Board of Library Commissioners recommends that all public libraries maintain a current plan to create a clear sense of purpose, articulate tangible goals and objectives, and serve as a five-year blueprint for library service planning. As with previous plans, the Town wants to get resident input in this process. The Strategic Planning Committee will only have one required meeting on the evening of October 11, 2018. At that time, the committee will join with a Massachusetts Library System facilitator to brainstorm library goals, discuss an action plan, and craft questions for a short survey that will allow for more community input. If you are interested in serving on this committee, please contact Library Director, Jan Dempsey at 978-468-5577 as soon as possible.
- Bond Bill Authorizations for Wenham Projects I wanted to extend my appreciation to Senator Tarr and Representative Hill for their continued advocacy to secure funding for important upcoming infrastructure projects. Our legislative delegation was able to include \$480k and \$500k in the recently approved Environmental Bond Bill for drainage upgrades on Topsfield Road near the Rail Trail and restoration of the Miles River, respectively. Thanks to their efforts, another \$500k was included in the Economic Development Bond Bill for the installation of at least one traffic signal on Main Street. I will plan to work with them in the months ahead to identify opportunities to access funding to move these important projects forward in the next few years.
- Regional Dispatch The Town received correspondence from Secretary Bennett regarding EOPSS's plan to have State 911 take over management of the RECC by next July 1. Although town officials uniformly cited the importance of maintaining an element of local control in our two meetings with state officials, there is no reference to the proposed governance structure in this letter. The next RECC Board meeting when details about this transition will be discussed will be held in September.
- The Finance and Advisory Committee will be meeting in the next week or so to take up the \$9800 Reserve Fund Transfer
 request for the regional dispatch feasibility study so we can better understand our options with either Danvers or Hamilton.

Ms. Harrison observed the statement from Secretary Bennett was somewhat concerning, especially with a date of next July 2019 to take over the management of the RECC and supported the Town's plan to keep options open.

NEW BUSINESS

The agenda was taken out of order to accommodate those present for agenda item Review and Potential Approval of Draft Letter of Review for Open Space and Recreation Plan

Appointments

- Board of Election Registrars: Roseann Brozenske
 - Email regarding interest in reappointment from Dianne Bucco, Town Clerk, June 21, 2018
 - M.G.L. Chapter 51, Section 15 Board of Registrars in Certain Cities and Towns
 - > Board of Election Registrars Appointments Breakdown

Vote: Mr. Wilhelm moved to appoint Roseann Brozenske to the Board of Election Registrars for a term beginning on September 1, 2018 and ending on March 31, 2021. The motion carried unanimously.

- Election Officers: Regina A. Baker, Bruce D. Blanchard, Judith H. Bubriski,
 - Email regarding appointments from Dianne Bucco, Town Clerk, June 20, 2018

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

- Municipal Hearing Officer: Peter Lombardi
- M.G.L. Chapter 40U
- > 2018 Warrant for the Annual Town Meeting, Article 30: Local Acceptance & Bylaw Adoption: Administration of Fines

The only bylaw violation M.G.L. Ch 40U applies to is water use restrictions. By appointing a Hearing Officer, a resident may appeal a fine through a hearing process with the Hearing Officer. This also allows the Town to collect unpaid fines to the property tax bill.

Warnings have already been issued this year to those residents that have violated the water ban.

Vote: Mr. Wilhelm moved to appoint Peter Lombardi as Municipal Hearing Officer for a one (1) year term beginning August 7, 2018 and ending June 30, 2019. The motion carried unanimously.

Approval of Warrant for State Primary - Dianne Bucco

➤ Warrant for 2018 State Primary

The Town Clerk, Dianne Bucco. was present and spoke on the State Primary Tuesday September 4, 2018. Voting is at Town Hall from 7 am to 8 pm. There is no early voting for this election but absentee ballots are available. Specimen ballots will be posted for all three registered parties: Libertarian, Republican, and Democratic.

The police constable will post the signed warrant.

Vote: Mr. Clemenzi moved the Board of Selectmen approve the Warrant for the 2018 State Primary on Tuesday, September 4, 2018. The motion carried unanimously.

One Day Liquor Licenses Requests

Kathleen Feldman, The Wenham Museum, submitted three requests for the following:

- 1. Private Dinner, Monday August 13, 2018, 5:00pm 8:00pm
 - > Completed Application
 - > Certificate of Insurance
 - > Tips Certification
 - > Check for \$100 (\$50 for this event)
 - Email recommendations from Tom Perkins, Chief, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant
- 2. Summer Fair, Saturday August 25, 2018, 10:00am 4:00pm
 - Completed Application

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- > Certificate of Insurance
- Tips Certification
- ➤ Check for \$50
- Email recommendations from T. Perkins, Chief, WPD; J. Baxter, Captain, WFD; J. Bresnahan, Permitting Coordinator & Special Projects Assistant
- 3. Attic Treasures Shop n' Sip, Friday, September 28, 2018, 5:00 pm 8:00 pm
 - > Completed Application
 - > Certificate of Insurance
 - > Tips Certification
 - > Check for \$100 (\$50 for this event)
 - Email recommendations from Tom Perkins, Chief, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant

Vote: Ms. Harrison moved to approve three One-Day (All Alcoholic Beverages) Liquor Licenses requested by Kathleen Feldman for the following events being held at The Wenham Museum at 132 Main Street and it was unanimous to do.

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

Mr. Wilhelm announced that the Wenham Museum will hold their annual golf tournament on Friday September 21, 2018.

- 4. Kate Thatcher, HW Mother's Club Membership Drive at The Wenham Museum, Wednesday, September 19, 2018 7:30 10:30pm
 - Completed Application
 - Certificate of Insurance
 - > Tips Certification
 - > Check for \$100
 - Email recommendations from Kevin DiNapoli, Captain, WPD, Jeff Baxter, Captain, WFD & Jackie Bresnahan, Permitting Coordinator & Special Projects Assistant

Vote: Ms. Harrison moved to approve a One-Day (Beer and Wine) Liquor License for Kate Thatcher with the Hamilton-Wenham Mother's Club for their Annual Membership Drive at the Wenham Museum, 132 Main Street, Wednesday, September 19, 2018 from 7:30pm – 10:30pm. The motion carried unanimously.

Requests to Use Wenham Streets

- 1. A Reason to Ride Bike-A-Thon & 5K Walk, Sunday, September 9, 2018
 - > Event Flyer
 - > Route Map
 - > Insurance Certificate
 - Email recommendations from Tom Perkins, Chief, WPD & Steve Kavanagh, Chief, WFD

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

- 2. For the Love of Pete Memorial Motorcycle Ride, Sunday, September 23, 2018
 - Event Flyer
 - > Route Description
 - > Insurance Certificate
 - > Email recommendations from Tom Perkins, Chief, WPD & Steve Kavanagh, Chief, WFD

Vote: Mr. Clemenzi moved to authorize Vicky Morency use the specified sections of Topsfield Road, Cherry Street, Monument Street and Main Street for their 2nd annual For the Love of Pete memorial motorcycle ride on Sunday, September 23, 2018 raising funds for the Danvers People to People Food Pantry. The motion carried unanimously.

Annual Block Party Road Closure Request - Puritan/Mayflower, Saturday, August 25, 2018

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

Vote: Mr. Wilhelm moved to approve the street closure of Puritan Road and Mayflower Drive on Saturday, August 25, 2018 from 2:00pm – 7:30pm or the rain date August 26, 2018 for their Annual Neighborhood Block Party. The motion carried unanimously.

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

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

Mr. Lombardi explained this is a new grant program out of Governor Baker's office, related to a larger housing choice grant program specifically to support affordable housing in smaller towns with a population of less than 7,000.

The New Housing Choice Small Town Capital Grant Program was funded with one million dollars for FY19; the maximum grant awarded to a community would be up to \$100,000.

Mr. Lombardi went on to say he reached out to the new program director of the Department of Housing & Community Development and it appears that the Hull Street (affordable housing project with Habitat For Humanity) qualifies for the grant and will score well i.e. shovel ready, within this fiscal year (19), and the project is referenced in a Plan (The Affordable Housing Action Plan). The Director indicated an application for the Hull Street project would be favorable.

Mr. Lombardi recommended the Town submit a grant application for the maximum amount and if awarded funding, the Town could decrease the contribution from Affordable Housing Trust balance of the \$230,000 acquisition costs of the property which would leave more funding to support other affordable housing projects.

The BOS was supportive that a grant application be submitted.

Discussion of Affordable Housing Trust (AHT) Action Plan

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

Ms. Harrison reviewed that the consultant recently gave a public presentation of the AHT Action Plan to the BOS. The AHT would like feedback from the BOS regarding their support of the AHT Action Plan.

The Action Plan included goals for the next five years:

- O To advance public awareness of housing needs and community benefits
- o Prioritize allocation of trust funds to help achieve the Chapter 40B 10 percent goal for affordable housing
- O Support initiative to help address local housing needs
- o Advocate for town policy and regulations to promote creation of affordable housing

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

The Action Plan included a five-year budget that relies on two revenue sources being Community Preservation Act (CPA) funds and private donations.

A discussion followed regarding the funding sources as listed in the plan:

- 1. CPA appropriations as a renewable source contribution for the next 5 years
- 2. Private donations

The BOS supported the AHT Plan in concept but that funding should be based on a particular, actual plan for affordable housing. Ms. Harrison questioned if the Selectmen were in support of the Trust to have a renewable source of CPA funds annually. The Trust along with the BOS have the jurisdiction to use the Trust funds for affordable housing.

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Mr. Wilhelm noted concern with committing CPA funds to the Trust annually citing the unknown year to year of competing applications, and that each year should be evaluated. The Town Administrator suggested the Trust submit an application for CPA funding to replenish the Trust after the Trust has expended money for affordable housing.

Mr. Wilhelm mentioned the strong relationship between funding the Trust and reaching the ten percent threshold of affordable housing according to M.G.L. 40b. Ms. Harrison observed that the Trust envisions itself continuing beyond this (10%) goal. Ms. Harrison, as liaison to the AHT, will report the BOS comments back to the Trust.

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

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

OSRC members Asma Syed, Chair and Ernest Ashley were present to answer questions.

The BOS is responsible for providing a Review Letter of the Open Space & Recreation Action Plan to be submitted along with the Open Space & Recreation Plan to the state.

Mr. Lombardi observed that the Board had some (8-10) suggested revisions to the Action Plan primarily to give the BOS more input on policy related decisions, to be involved with financial decisions along with the Finance Committee, and increase the OSRC's annual report to the BOS to twice a year.

The OSRC was asked to have liaisons to each of the major boards/ committees to provide regular updates.

The Board will formally approve the final Review Letter at the next meeting.

Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only) - There were none.

MINUTES

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

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

Vote: Mr. Wilhelm moved to approve the BOS open meeting minutes of July 16, 2018 and July 24, 2018 and it was unanimous to do so.

Vote: Mr. Wilhelm moved to release the BOS ES minutes of August 1, 2017 and it was unanimous to do so.

Vote: Mr. Wilhelm moved to release the BOS ES minutes of July 16, 2018 and it was unanimous to do so.

Vote: Mr. Wilhelm moved to approve and HOLD, not for release, the BOS ES minutes of July 24, 2018 and it was unanimous to do so.

Adjournment - The BOS unanimously adjourned at 8:02 pm

Respectfully Submitted By Catherine Tinsley 8.10.18

TOWN OF WENHAM Board of Selectmen Meeting of August 21, 2018 Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday August 21, 2018 at 6 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 6:02 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

Executive Session - Library Director

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 Library Director and to return to open session. The motion carried unanimously by roll call vote.

The Selectmen returned to open session at 6:15pm.

Public Input: Items not on the agenda

Tom Tanous, Assessor, reported that the Measure List for real estate properties in the Town of Wenham was just about complete. The project took about 2 years and was done by the same individual. The Town realized \$25 million of increase in property value which equates to an annual tax revenue of \$479,468. This amount does not include the full value of new developments under construction that are taxed at a lower value until completion.

Announcements - Additional information is on the Town's Web Site

- Tree Warden Public Hearing on Tree Removal Thursday August 23, 630 pm at town hall; The Chair read the public notice for the proposed removal of the birch tree on Town Hall front lawn and two trees in Pingree Park.
- Wenham Day is Saturday August 25 10 am 4 pm
- 375th Anniversary Parade & Community Day Saturday September 8
- Albie Dodge Memorial Ribbon Cutting Ceremony Sunday September 9
- The 3rd Annual Citizens Leadership Academy for Fall 2018 starts September 13

Reports

Town Administrator

Topsfield Road Barn Fire - The Wenham Fire Department responded to a barn fire late Friday evening, August 17. Mutual
aid was provided on scene by Topsfield Fire. No one was injured and the cause of the fire was determined to be from a
lightning strike which had occurred earlier that night. Kudos to WFD for their professional response to this incident and to
the surrounding departments for their support.

Mr. Lombardi recognized the work of the Wenham Fire Department, The Department of Public Works and Topsfield Fire Department for responding with mutual aid.

New Business

Appointment – Joint with Water Commission: Diane Dixon

- 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

Earnest Ashely, Water Commissioner was present and spoke to the Commissioners support that Ms. Dixon fill the open seat left by the resignation of R. Quateman; this appointment would be through the next election.

Ms. Dixon was present and spoke to her interest in serving on the Commission and reviewed her background.

DRAFT. JW

Vote: Mr. Clemenzi moved the BOS and Water Commission jointly appoint Diane Dixon to the Water Commission for a term expiring as of the 2019 Town Election. The motion carried unanimously with the BOS and Mr. Ashley voting in the affirmative.

Update on Shared Inspectional Service Program and Finalist Interviews - Joint with Hamilton Board of Selectmen Three members of the Hamilton Board of Selectmen were present and joined the meeting for this agenda item. Mr. Maddern called the Hamilton BOS meeting to order at 6:51 pm.

Hamilton Selectmen Present: Scott Maddern; Allision Jenkins; Jeff Hubbard

- Memo regarding Shared Inspectional Service Program from P. Lombardi, August 16, 2018
- > Shared Inspectional Services (Building Department) Wenham/ Hamilton, Summary Note Feb 1, 2018
- > Intermunicipal Agreement with the Town of Hamilton for Shared Inspectional Services

Ms. Harrison began with a review of the Intermunicipal Agreement with the Town of Hamilton for shared inspectional services. Although the Agreement designates Wenham as the lead community with the authority to appoint, the Agreement states this be done by mutual agreement between both communities.

- Building Inspector: Brian M. Leathe
 - Brian M. Leathe Cover Letter & Resume
 - Building Inspector Job Posting & Building Inspector Job Description

Mr. Leathe was present and answered a variety of interview questions related to his interest in serving as the Building Inspector and his relevant experience as outlined in this resume.

- Inspector of Wires: Robert J. Brown & Denis F. Curran
 - > Inspector of Wires Job Posting & Inspector of Wires Job Description
 - > Robert J. Brown Cover Letter, Resume & Reference Letter
 - Denis F. Curran Cover Letter & Resume

Ms. Harrison clarified the difference between Inspector/ Assistant Inspector noting that the Assistant would step in if the Inspector was not available. Each candidate agreed to serve as either the Inspector or Assistant Inspector.

Mr. Brown is currently the Assistant Inspector of Wires and spoke to his interest to continue to serve as the Inspector of Wires.

Mr. Curran is currently serving as the Inspector in the Town of Hamilton and spoke to his experience and interest in the Inspector of Wires position.

Mr. Maddern said Hamilton has had positive feedback that Mr. Curran provided great customer service and assisted the Town with adjusting the fees.

Ms. Harrison noted the Committee recommended Kevin Dash as Plumbing Inspector and Dave Pareen as the Assistant. Mr. Dash has served as the Plumbing/Gas Inspector for both Towns for a number of years and Mr. Pareen has served well as the Assistant Plumbing Inspector for the past few years; the Committee recommended no changes to these appointments.

- Plumbing/Gas Inspector: Kevin Dash
 - > Plumbing & Gas Inspector Job Description & Plumbing & Gas Inspector Job Posting

Mr. Dash, was present and spoke briefly regarding his interest to continue to serve as the Plumbing / Gas Inspector.

Assistant Plumbing/Gas Inspector: David Pareen - Dave Pareen was not present.

Ms. Jenkins noted these were all great candidates and referred to the contested position of the Electrical Inspector and observed Mr. Curran has more experience and has held his Master's Electrician license for 25 years compared to Mr. Brown who has only held his Masters for a year and that experience in this roll makes a difference

The Hamilton BOS unanimously adjourned at 7:37 pm and left the meeting. Ms. Harrison called for a short recess.

Appointments

- Building Inspector: Brian Leathe Vote: Mr. Wilhelm moved to appoint Brian M. Leathe as Building Inspector for a term expiring June 30, 2019, subject to a successful employment agreement with the Town of Wenham. The motion carried unanimously.
- Inspector of Wires: Robert J. Brown or Denis Curran Before making a motion, Mr. Wilhelm opined that these were two outstanding candidates that are both highly regarded. Vote: Mr. Wilhelm moved to appoint Robert J. Brown as Inspector of Wires for a term commencing August 22, 2018 expiring June 30, 2019.

DRAFT. JW

Under discussion Mr. Wilhelm noted as the Assistant Electrical Inspector Mr. Brown "stepped up to the plate and helped the town out during emergency situations when the inspector of wires was unavailable." Mr. Clemenzi concurred.

Ms. Harrison observed that the new shared inspectional service model would have more responsibility and that the more experienced candidate may be better suited as the main Inspector and favored appointing Mr. Curran as Inspector of Wires and appointing Mr. Brown as the Assistant Inspector. There were no changes offered to the motion. The motion carried unanimously.

• Assistant Inspector of Wires: Robert J. Brown or Denis Curran

Vote: Mr. Wilhelm moved to appoint Denis Currant as Assistant Inspector of Wires for a term commencing August 22, 2018 expiring June 30, 2019. The motion carried unanimously.

Plumbing/Gas Inspector: Kevin Dash

Vote: Mr. Wilhelm moved to appoint Kevin Dash as Plumbing & Gas Inspector for a term commencing August 22, 2018 expiring June 30, 2019. The motion carried unanimously.

• Assistant Plumbing/Gas Inspector: David Pareen

Vote: Mr. Wilhelm moved to appoint David Pareen as Assistant Plumbing & Gas Inspector for a term commencing August 22, 2018 expiring June 30, 2019. The motion carried unanimously.

The BOS requested updated and feedback from the newly appointed inspectors prior to the next (2019) annual appointments.

Finance Director Finalist Interview: Patricia A. Moore

- > Memo regarding Finance Director Update from P. Lombardi, 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

Patricia Moore was present and spoke to her interest in the Finance Director position.

Ms. Moore is currently the Finance Director in Kittery Maine and also has experience serving on the Lynnfield Finance Committee. Ms. Moore went on to give a brief overview of her career and experience, adding she would like to work in Massachusetts again in a small town.

Ms. Moore has both Finance Director and town accountant experiences. Ms. Moore spoke on her treasury experience and her general knowledge in collecting and willingness to learn. Ms. Moore acknowledged that she understood this is a small office and cross training was necessary.

As a key management position, Ms. Moore spoke on her leadership style to be mindful of the town's culture and the importance to work collaboratively as a team.

Vote: Ms. Harrison moved to extend a conditional offer of employment to Patricia Moore as Finance Director / Treasurer Collector subject to successful contract negotiations and background investigation and subsequent approval of a transition plan for the Finance Office by the Board of Selectmen.

Under discussion the BOS reiterated the importance for Ms. Moore to have transitional support. The motion carried unanimously.

Public Shade Tree Removal Update

- Memo regarding Public Shade Tree Removal Update from P. Lombardi, August 16, 2018
- FY19 Tree Removal Proposed List
- ➤ Tree Inventory and Management Plan 2018, Bartlett 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 & Tree Removal Work by Utility; Submission & Approval of Vegetation Management & Hazard Tree Removal Plans; Submission of Utility Tree Maintenance Standards & Specifications
- M.G.L, Chapter 40, Section 15C: Scenic Road Designations; Improvements; Fines

Tree Warden Win Mulry was present. Mr. Lombardi reviewed that the Tree Warden expense line has been at \$25,000 for some time and this amount was not sufficient to make the tree removals/ plantings needed and has been supplemented with a reserve fund transfer. In June, the Finance Committee approved a \$25,000 reserve fund transfer to the Tree Warden for the removal of (about) 8-10 trees, and some tree plantings. The Tree Warden is to provide a list of appropriate street trees for replanting pending the location and conditions of the area.

BOS 8.21.18

DRAFT. JW

A comprehensive inventory of trees and management plan was completed through a grant. The final report recommended almost half of the Town's street trees be removed due to hazardous conditions. The trees were put into three categories:

1. Hazardous trees in a public way may be removed without process.

2. Hazardous trees on a scenic road must go through a public hearing process with the Planning Board/ Tree Warden; there is a public hearing on Thursday September 6, 2018.

3. Hazardous trees located on public property (not near public way) must go through a public hearing process with the Tree Warden; there is a public hearing on Thursday August 23 for the removal of the birch tree on Town Hall lawn and two trees in Pingree Park.

The Tree Warden spoke on the condition of the Birch tree. He noted he Birch has less than 50% of it leaves in the canopy which indicates the tree is dead. This birch tree has been monitored for years and is not getting better. Objections to the removal of this tree must be made in writing prior to the hearing; objections go before the BOS for a final decision.

Mr. Mulry estimated the cost to remove the tree at \$1600, about \$800 to just trim the canopy, add a drip line around the tree (this would be a significant impact to the town hall lawn of about 60 feet), and aerate in preparation for the necessary fertilization / pesticide program needed in an effort to save the tree.

Ms. Harrison asked the tree planting plan include timing, species, care, and recommendations.

One Day Liquor License - Trudy Reid, Chair, 375th Anniversary Committee

375th Anniversary Community Day, Pingree Park Saturday, September 8, 2018, 11:30pm - 3:00pm

- > 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

Vote: Mr. Clemenzi moved to approve a one day, (all alcoholic beverages) Liquor License for Trudy Reid, Chair of the 375th Anniversary Committee for Community Day being held at Pingree Park, 211 Main Street from 11:30am to 3 pm on Saturday September 8, 2018 and waive the \$50 (application fee), as requested. The motion carried unanimously.

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

- > 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

Vote: Mr. Wilhelm moved to 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. The motion carried unanimously.

Board of Health Medicare Application Approval

Board of Health Medicare Application

Vote: Ms. Wilhelm moved 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. The motion carried unanimously.

Old Business

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

- > Draft Letter of Review of the Open Space & Recreation Plan
- Draft Open Space & Recreation Plan update

Vote: Ms. Harrison moved to approve the Letter of Review of the Open Space & Recreation Plan and authorize Catherine A. Harrison to execute the letter on behalf of the Selectboard. The motion carried unanimously.

Minutes – June 19, 2018; Executive Session June 19, 2018 The minutes were held for review.

The Selectmen next regular meeting is September 11, 2018.

Adjournment - The Board of Selectmen unanimously adjourned at 8:54 pm.

Respectfully Submitted by Catherine Tinsley 9.3.18

BOARD OF SELECTMEN MEETING

September 11, 2018

D. Appointments –

(3minutes)

- > Hamilton-Wenham Cultural Council: Lauren A. Consolazio
 - Draft Motion
 - Letter of Interest from Lauren Consolazio
 - Letter of Recommendation from Charlotte Lidrbauch, Hamilton-Wenham Cultural Council Chair
- > Treasurer/Collector: Monica C. Ford
 - Draft Motion
 - Monica C. Ford Resume

BOARD OF SELECTMEN MEETING

September 11, 2018

DRAFT MOTION

Hamilton-Wenham Cultural Council Appointment

➤ Vote: I move to appoint Lauren A. Consolazio to the Hamilton-Wenham Cultural Council for a (3) year term beginning September 11, 2018 and ending on June 30, 2021.

Seconded / Discussion/ Vote

Nicole Roebuck

From:

Lauren Consolazio <laurenc@kw.com>

Sent:

Wednesday, December 06, 2017 12:15 PM

To:

Nicole Roebuck

Subject:

Cultural Council

Hello,

I am a resident of Wenham and saw that you are looking for committee members for the cultural committee. I would love to volunteer if you still are in need of someone. In my prior career I worked at several area museums, PEM, Children's Museum Boston etc. teaching Native American History and I have a lot of experience with grant writing and project proposals. I would love to dip my toe back in and help if I could. Thank you for your consideration.

Lauren



Lauren Consolazio - Keller Williams Realty

508.843.1168 - HomesWithLauren.com 500 Cummings Center #1550 Beverly







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August 30, 2018

Wenham Board of Selectman Town of Wenham 138 Main Street Wenham, MA 01984

Dear Members of the Wenham Board of Selectmen,

It is with pleasure that I recommend Lauren Consolazio to the Hamilton Wenham Cultural Council.

Lauren is a Wenham resident of 15 years. She is the mother of two children, Max, an 8th grader at the Mile River school, and Elizabeth, a junior at the high school.

Lauren has served on the cultural committee for the Friends of Buker, and was also on the Principal's committee there. She was also a founding member of Hamilton-Wenham Green.

I believe Lauren would be an asset to the Council, and hope that you can approve her appointment. If so, we will ask her to join our November voting meeting.

Please let me know if you have any questions. Thank you for your consideration.

Respectfully, [signed]

Charlotte Lidrbauch Chair, Hamilton Wenham Cultural Council Sagamore Street, Hamilton

BOARD OF SELECTMEN MEETING

September 11, 2018

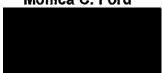
DRAFT MOTION

Treasurer/Collector

➤ Vote: I move to appoint Monica C. Ford as Treasurer/Collector for a term beginning August 4, 2018 and ending November 4, 2018.

Seconded / Discussion/ Vote

Monica C. Ford



Education

Northeastern University BS in Business Administration Major: Accounting Graduation May 1986

Employment

Town of Winthrop

November 2007-Present

Treasurer/Collector/Procurement/Parking Clerk

Directly responsible for the coordination, administration, operation and management of the town's cash management systems and disbursement of funds. Manage all monetary collection activities, including the collection of all real estate, personal property, excise taxes as well as water/sewer, parking tickets, non-criminal violations and tax title. Oversee the monthly reconciliation of receivables. Responsible for the coordination and issuance of all short-term and long-term debt obligations required to fund the town's capital improvement program. Responsible for procuring goods and services on behalf of the Town under the Uniform Procurement Act, MGL Chapter 30B, MGL. Chapter 149 and MGL Chapter 30 Section 39M. Oversee the Parking Hearing Officer in all aspects of parking ticket and non-criminal violation collections and appeals.

City of Chelsea Chief Procurement Officer

November 1996-November 2007

Responsible for procuring goods and services on behalf of the city under the Uniform Procurement Act, MGL Chapter 30B, MGL Chapter 149 and MGL Chapter 30 Section 39M. Conducted the procurement process from development of the Bid/RFP to contract administration. Provided procurement guidance to other city departments regarding bids, RFP's and contracts.

City of Chelsea Asst. Treasurer/Collector

November 1992-November 1996

Assisted the Treasurer/Collector in all areas of responsibility including collection, treasury, debt management and general administrative functions. Supervised the Treasury/Collection staff in utilizing all features of the city's financial management software including training, coaching and technical support. Assisted the Treasurer/Collector in managing the collection and processing of taxes. Planned, scheduled and assigned work to administrative employees. Supervised the collection of real estate, personal property, motor vehicle excise taxes, and other municipal revenues such as utility, and other departmental receipts.

Certifications

Certified Massachusetts Municipal Tax Collector Certified Massachusetts Public Purchasing Official

References

Will be provided upon request

BOARD OF SELECTMEN MEETING

September 11, 2018

NEW BUSINESS E.

FY18 Annual Investment Results Report

(5 minutes)

- Email regarding Trust Funds from Christopher Davies, Vice President, Bartholomew & Company, Inc., August 2, 2018
- > Town of Wenham Annual Review 2018, Bartholomew & Co, Inc.

Peter Lombardi

From:

Christopher Davies <chris@bartandco.com>

Sent:

Thursday, August 02, 2018 2:31 PM

To:

Peter Lombardi

Cc:

Chuck Patterson

Subject:

Trust Funds......

Attachments:

20180630 Partners Group Private Equity Master Fund LLC E M _Cv.pdf

Good afternoon Peter,

After talking with Chuck and looking at your IPS we decided to sell your AT&T today and swap into an XCEL Energy bond with a rating of Aa3/A. The AT&T rating changed in June so we still had sometime before you went against your IPS. As you have 90 days to sell after the downgrade. The rest of your bonds are inline with your IPS.

Chuck also asked me to send you the fact sheet on the private equity fund we are recommending. Something to consider as the account grows.

Please feel free to contact me with any investment questions you may have. We are here to help.

Thank you,

Chris.

Christopher Davies, AIF®

Vice President

Bartholomew & Company, Inc.

370 Main Street, Suite 1000, Worcester, MA 01608 | <u>www.bartandco.com</u> 508.753.8807 | 800.440.8807 | 508.753.8889 fax | <u>chris@bartandco.com</u>

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Thomas J. Bartholomew Honored in Forbes' 2018 Best-in-State Wealth Advisors List Forbes, February 2018

Click **here** for a list of Bartholomew & Company advisors' recent industry awards and recognitions.

The 2018 ranking of the *Forbes'* Best-in-State Wealth Advisors¹ list was developed by SHOOK Research and is based on in-person and telephone due-diligence meetings to evaluate each advisor qualitatively and on a ranking algorithm that includes client retention, industry experience, review of compliance records, firm nominations, and quantitative criteria (including assets under management and revenue generated for their firms). Overall, 21,000 advisors were considered, and 2,213 (10.5 percent of candidates) were recognized. The full methodology² that *Forbes* developed in partnership with SHOOK Research is available here. ¹This recognition and the due-diligence process conducted are not indicative of the advisor's future performance. Your experience may vary. Winners are organized and ranked by state. Some states may have more advisors than others. You are encouraged to conduct your own research to determine if the advisor is right for you. ²Portfolio performance is not a criterion due to varying client objectives and lack of audited data. SHOOK does not receive a fee in exchange for rankings.

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ANNUAL REVIEW 2018

TOWN OF WENHAM
138 MAIN STREET
WENHAM, MA 01984

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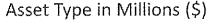
ABOUT THE COMPANY

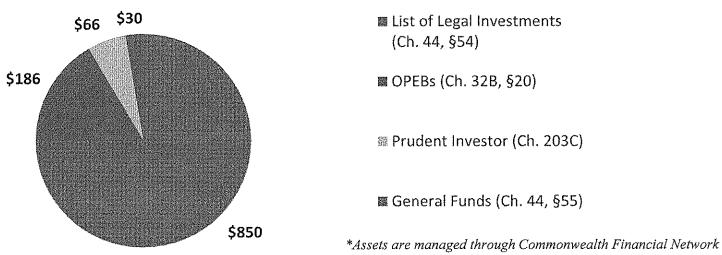
Bartholomew & Company, Inc. is a locally owned and operated independent institutional investment management firm headquartered in Worcester, Massachusetts. We are approaching a twenty-five year history and total client assets under management in excess of \$1.83 Billion as of June 30, 2018, we have extensive experience assisting both municipal and institutional entities as well as individual private clients in meeting their financial goals.

As of June 30, 2018, the firm manages over \$1.1 Billion in assets for over 240 municipal and institutional entities within the Commonwealth of Massachusetts. These investment management relationships range in size from under \$1 Million to over \$50 Million due to the firm's ability to provide high quality services to any size organization.

We believe that the keys to our success over the last 25 years have been our dedication to high quality client and investment management services while maintaining extremely competitive pricing. Furthermore, due to our team's extensive municipal and institutional experience, we understand and emphasize the importance of investment policy statements, the timeliness and accuracy of reporting, access to funds, and regular face-to-face meetings with our clients and their respective investment committees.

The graph below displays how the types of assets that we manage for public entities in the Commonwealth are quite diverse, and run the gambit in terms of governing laws, risk profiles, and investment strategies.







BIOGRAPHIES



Thomas J. Bartholomew, AIF® President

In 1994, with more than two decades of experience in the investment and banking industries, Thomas J. Bartholomew 6 Company, Inc. Today, Tom oversees the day-to-day operations of the company, supported by eleven registered representatives, five registered staff members, and seven additional support team members.

Prior to joining Commonwealth Financial Network® as an investment adviser representative in 1994, Tom was senior vice president and partner of A.F. Best Securities in Coral Springs, Florida. In 1981, while working at Worcester County National Bank (WCNB), Tom was responsible for all aspects of municipal banking, including business development and financial/fiscal advisory services. After WCNB was absorbed by Shawmut Bank, Tom went on to manage the entire municipal operation for several Massachusetts counties, and he created Shawmut's retail fixed income sales, brokerage, and underwriting operation for Central and Western Massachusetts. From 1977 to 1981, Tom was a licensed insurance and securities representative for New England Mutual Life Insurance Company.

Tom's commitment to his clients and his profession, along with his experience and reputation in the fixed income markets, has not only earned him a loyal clientele among local and regional affluent individuals, but a respectable national recognition as well.

Since 1994, Tom has been a member of Commonwealth's Leaders Club and was the recipient of Commonwealth's Special Service Award in 2000, which is given to the person who especially embodies the ideals of Commonwealth and best personifies the qualities of leadership. Since 1991, Tom has participated as a guest lecturer at the Massachusetts Collectors and Treasurers Annual School teaching investment principles to newly elected and appointed treasurers. As a featured presenter at the 2010 Top Independent Advisors Summit, hosted by Barron's magazine, Tom spoke on "Analyzing Risks and Opportunities in the Fixed-Income Market."

Tom holds FINRA Series 7, 24, 51, 63, and 65 securities registrations through Commonwealth Financial Network. Tom has earned the Accredited Investment Fiduciary® professional designation from fi360 and has received formal training in investment fiduciary responsibility. He was educated at Assumption College, Williams College, and Rutgers University Stonier Graduate School of Banking.

Tom is very active in the community and serves in the following volunteer capacities:

- •Greater Worcester Community Foundation-Member, Investment Committee
- •The Health Foundation of Central Massachusetts—Community member, Investment Committee
- •UMass Medical School/UMass Memorial-Development Council member
- •West Boylston Community Club—Member involved with fund-raising
- •Worcester Art Museum—Corporator

In his free time, Tom enjoys playing golf, traveling, and cooking for family and friends. Tom and his wife, Lyn, reside in West Boylston, Massachusetts.



Thomas Bartholomew is proud to have been recognized as a Chairman's Level advisor for 2017—a distinction based on annual production attained by just 3 percent of advisors affiliated with Commonwealth Financial Network.

Each year, Commonwealth, the Registered Investment Adviser-broker/dealer that helps us process investment transactions on your behalf, recognizes Chairman's Level advisors by inviting them to an exclusive gathering of their peers, leading industry experts, and Commonwealth home office staff. Chairman's Level advisors benefit from an intensive learning and networking experience designed to help them hone their expertise, share best practices, and provide ever-higher levels of service, education, and leadership to their clients.





Charles E. Patterson, AIF® Senior Vice President/Chief Operations Officer

Chuck joined Bartholomew & Company in 2002, after nearly 20 years of public municipal service. As head of the Municipal Department, He is responsible for ensuring that all clients' fiduciary needs are being met, and leads all municipal prospecting endeavors. Chuck assists our municipal clients with law interpretations and procedural policies as they relate to Massachusetts General Laws and Treasurer office operations.

During his 14-year tenure as the treasurer/collector for the Town of Shrewsbury, he had full responsibility of all cash management functions. He implemented the town's current investment policy and managed the town's \$90 million in annual general operating receipts. He participated in numerous borrowings, culminating with the town's largest borrowing ever of over \$62 million in 2001. He has also served as the treasurer of Tantasqua Regional School District in Sturbridge, a staff accountant for the City of Worcester Treasurer's office, and a municipal calling officer at Shawmut Bank.

Chuck's numerous professional associations include the Massachusetts Collectors and Treasurers Association (MCTA) and the Worcester County Treasurers/Collectors Association; he is a past president of both organizations. He has also served as a member of the Board of Directors for the Shrewsbury Municipal Employees Federal Credit Union.

Chuck holds the FINRA Series 7, 24, and 66 securities registrations as a Registered Representative and Investment Adviser Representative of Commonwealth Financial Network. He has earned the Accredited Investment Fiduciary. (AIF.) professional designation from Fiduciary360 and has received formal training in investment fiduciary responsibility. He has certifications as both a treasurer and a collector from MCTA



Doris E. Huard, AIF® *Vice President*

Dory joined Bartholomew & Company in 2005, bringing with her over 30 years of municipal and banking experience. She served seven years as a vice president at Bank of America, responsible for municipal client accounts and over 25 years as a town treasurer, collector, and assessor. As a member of the Municipal Department, Dory is responsible for client service and reporting, and prospecting and sales to new clients. Her professional associations include the Massachusetts Collectors and Treasurers Association (MCTA), the Worcester County Treasurers/Collectors Association, the Norfolk County Municipal Finance Officers Association, and the Worcester County Assessors Association. She is a certified Massachusetts municipal treasurer, collector, and assessor.

Dory holds FINRA Series 7 and 66 securities registrations as a registered representative and Investment Adviser Representative of Commonwealth Financial Network®, and is a certified life, health, variable & long-term care insurance agent. (Fixed insurance products and services offered through CES Insurance Agency.) She has earned the Retirement Income Certified Professional® (RICP®) designation from The American College of Financial Services® and the Accredited Investment Fiduciary® (AIF®) professional designation from fi360.

Dory is a graduate of Anna Maria College. She is certified as both a Massachusetts municipal treasurer and collector and currently serves as an assessor for the Town of Paxton.





Michelle Newcomb, AIF® Vice President

Michelle joined Bartholomew and Company in 2011, following six years of municipal banking experience as a municipal calling officer and assistant vice president with Rockland Trust Company, where she worked with over 150 municipal clients. Previously, Michelle held the position of executive assistant to the CFO of Rockland Trust, where she managed Shareholder Relations for four years.

In her current role, Michelle is responsible for prospecting and sales to new clients as well as client service and reporting. She is a member of the Massachusetts Collectors and Treasurers Association (MCTA), Plymouth County Collector/Treasurer Association, Norfolk County Municipal Finance Officers Association, Bristol County Collector/Treasurer Association. Michelle holds FINRA Series 7 and 66 securities registrations as a Registered Representative and Investment Advisor Representative of Commonwealth Financial Network®. She has earned the Accredited Investment Fiduciary® (AIF®) professional designation from Fiduciary360 and has received formal training in investment fiduciary responsibility. She holds a Bachelor of Arts degree from Indiana University.



Brian Jamros *Vice President*

Bartholomew & Company welcomed Brian in January 2016 as a member of our Municipal Services team, working to meet the needs of our municipal clients.

Brian's nearly 20 years of experience in the banking industry includes positions as assistant manager and assistant vice president/branch manager at Flagship Bank & Trust Company, and more recently moving from the positions of assistant vice president/branch manager and vice president/government banking sales manager to vice president/municipal sales manager, serving the Massachusetts market.

Brian holds FINRA Series 7 and 66 securities registrations as a registered staff member with Commonwealth Financial Network. He holds a BS in business administration, management/finance from Worcester State University, and has served as financial counseling director of Connect Community Church from 2008 to April 2017. He has a long history of volunteer and community involvement.



BIOGRAPHIES



Terese Serra *Registered Assistant*

Terri joined our team in October 2009, bringing with her more than 14 years of financial services, project management, and client support experience. Terri is responsible for providing day-to-day support to our municipal clients, including timely and accurate processing of financial transfers, wires, EFTs, and check services. She also provides broker administration support such as new account setup, account changes, and assisting with monthly and quarterly accounting reports.

Terri holds FINRA Series 6, 26, and 63 securities registrations, and is a graduate of Worcester State College with a bachelor's degree in business administration.



BIOGRAPHIES



Alexander C. Bartholomew Vice President, CIO

Alex became Sr. Vice President and Chief Investment Officer of Bartholomew & Company in January 2018. Previously a vice president of the firm, he joined the company in 2009 as an analyst, following completion of graduate school.

Mr. Bartholomew has been instrumental in assisting with investment analysis and portfolio construction that properly represents the firm's investment philosophy of emphasizing long-term, risk-adjusted returns. He has also been responsible for developing many of the internal software systems and infrastructure critical for the daily tasks of the investment management team. In his current position, he is responsible for the internal investment management team, working together to construct and manage portfolios that meet each client's objectives.

Alex attended Bryant University over a five-year period and received both his BA in liberal arts and his MBA in finance. He holds FINRA Series 7 and 66 securities registrations as a registered staff member with Commonwealth Financial Network®.



Joshua A. Paul, CFP®, AIF® Senior Vice President

Joshua joined Bartholomew & Company in 1995, following employment at Bear Stearns Companies, Inc. and Cape Code Bank & Trust Company In his current role, Joshua collaborates with members of the Municipal Department to:

- design, implement, and review clients' investment portfolio structures;
- · select and review specific securities for Prudent Person portfolios; and
- · convey investment thesis, current market and economic updates, and market prognostications to clients and prospects.

Joshua holds FINRA Series 7, 24, 63, and 65 securities registrations as a Registered Representative and Investment Adviser Representative of Commonwealth Financial Network® and is a certified life, accident and health insurance agent. (Fixed insurance products and services offered through CES Insurance Agency.) He has earned the Accredited Investment Fiduciary® (AIF®) professional designation from Fiduciary360 and has received formal training in investment fiduciary responsibility. He is a member of the Massachusetts Collectors and Treasurers Association and serves on the Scholarship Committee of the Greater Worcester Community Foundation. Joshua graduated from the Carroll School of Management at Boston College with a Bachelor of Science degree in Finance.

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNERTM, and in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.



BIOGRAPHIES



Christopher Davies, AIF® Vice President

Chris joined Bartholomew & Company, Inc., in March 1998. When Chris first started at the firm, he worked with Tom Bartholomew and Bob Harris as they mentored him on the intricacies and values of owning a fixed income portfolio. Since then, Chris has gained the knowledge and experience necessary to help maintain investment objectives within accounts held by cities and towns.

Chris has the role of assuring that all municipal accounts are reviewed in full on a daily basis. This includes the analysis of each portfolio he monitors for a number of different objectives, including safety, liquidity, and yield, and placing trades that pursue the client's objectives. He also completes most buy and sell trades that are required for each account and confirms that each trade complies with the customer profile that has been established together with Tom, Joshua, and the town treasurer. Chris is also the first internal contact that each client has with Bartholomew & Company. He, along with Terri, handles the original transfer of assets to the town's new account with Bartholomew & Company and Commonwealth Financial Network. Included in the transfer process is assuring that the full account has transferred in and that all cost basis information is correct in the new account.

Chris is a graduate of the University of Massachusetts Amherst with a BA in prelaw. He has his FINRA Series 7, 63, and 65 securities registrations and is a Registered Representative and Investment Adviser Representative with Commonwealth Financial Network. Chris earned the Accredited Investment Fiduciary® (AIF®) professional designation from Fiduciary360, receiving formal training in investment fiduciary responsibility.

Chris is a member of the Worcester County Food Bank Board of Directors and Finance Committee, and serves on the Board of Governors for the YMCA Greendale Family Branch and on the Scholarship Committee of the Greater Worcester Community Foundation. He is a member of the Holden Towers Tennis Club, National Ski Patrol Alumni Association



Kathleen Glowacki Analyst

In June, 2016, Bartholomew & Company welcomed Kathleen as a member of our investment management team. In her role as analyst, Kathleen provides technical support to the team, including assisting with asset allocation decisions, portfolio construction, and rebalancing strategies. She researches current holdings and new investment opportunities in order to make recommendations to our advisors, as well as assists the team in meeting all client needs.

Kathleen holds FINRA Series 7 and 66 securities registrations as a registered staff member with Commonwealth Financial Network®. She previously served as a Retirement Consulting intern at Commonwealth and as a Research Associate intern at Bartholomew & Company. She is a 2016 graduate of the College of Wooster, Ohio, with a BA in economics and a minor in political science.



MID-YEAR MARKET UPDATE

2018 Midyear Outlook: Will the Economy and Markets Keeping Growing?

Presented by Thomas J. Bartholomew, AIF®

After the performance we saw last year, we had high hopes for the economy and markets in 2018, but the first half of the year was disappointing. Expectations softened as the stock market pulled back early in the year, economic growth slowed, and risks—largely in trade—rose. As we hit midyear, though, those initial hopes appear to be more realistic than they were even a month ago.

For example, job growth has accelerated this year, bringing us, more or less, to full employment. And with continued wage income growth and ongoing high confidence, consumers are both able—and willing—to spend. Businesses are confident, too, and business investment is showing signs of accelerating. Meanwhile, tax cuts and fiscal stimulus have taken government from a headwind to a tailwind.

With this foundation, we should see continued growth in the second half, fueled by the following:

- Employment—which is likely to continue to grow, albeit at a potentially slower pace than in the first half of the year
- Businesses—which should keep and even increase their investment as capacity utilization rises and labor becomes scarcer
- Government spending—which should continue to revert to growth now that the tax cuts and spending deal are in place

What does this mean, then, for real economic growth? We can expect to see growth of around 3 percent, with the potential for better results. Assuming consumer spending growth of around 3 percent, business investment growth near 5 percent, and government spending growth around 2 percent, this 3-percent figure appears both reasonable and achievable. Combined with an anticipated inflation level of 2 percent for the year, nominal growth should approach 5 percent.

Opportunities and Risks

As always, there are risks to this outlook—both to the upside and the downside.

Looking at the economy, if wage growth increases, consumer spending power could increase more quickly. If consumer borrowing were to pick up, spending could grow even faster. Business investment could respond to improving demand and rise more than expected. Local and state governments could increase investment and hiring more than expected.

Politics presents the greatest risk on the downside. Here in the U.S., the midterm elections will certainly disrupt the political process. If it appears likely that Democrats will take one or both houses of Congress, it could raise substantial economic uncertainties. In the nearer term, the administration's trade policies could disrupt supply chains and increase costs, which would have consequences for financial markets. Abroad, risks include North Korea and continued political turmoil in Europe. Any of these could result in systemic damage and create real drag on the U.S. economy and financial markets.



MID-YEAR MARKET UPDATE

Another major downside risk is rising interest rates. In its most recent press conference, the Federal Reserve (Fed) seemed to declare victory on both employment and inflation, which could mean faster rate increases than previously anticipated. Current expectations are for at least two more increases in 2018, and with long-term rates constrained, we could be at risk for an inverted yield curve, which historically has been a sign of upcoming recession.

Turning to the stock market, the rest of 2018 could be quite exciting, in both a positive and a negative sense. Earnings growth should continue to improve overall on the heels of economic expansion, as companies reap the benefits from the tax cuts. As growth accelerates and risks from Europe and North Korea subside, valuations may rise back to previous highs—or even higher on a positive shift in investor sentiment.

There are certainly risks to the market on the downside, however. Valuations are at or above 2007 levels; in other words, they are at historic highs. Profit margins are also at historic highs, and the tailwinds that got them there are disappearing as interest rates rise and wage growth continues to pick up. That's not to mention that rising interest rates could make bonds more attractive as an investment, which would also weigh on valuations.

Looking at the past three years, a typical lower-end multiple has been 15x forward earnings. Based on current analyst expectations of \$176.52 in S&P 500 earnings for 2019, and using a 15x multiple, the 2018 year-end target for the index would be around 2,650, which represents a decline of about 5 percent from mid-June levels. This is a reasonable downside scenario for the end of the year.

If the economy continues to grow, and businesses continue to operate at very high profitability levels, valuations could rise back to around 17x forward earnings. This reasonable upside scenario would leave the S&P 500 around 3,000 at year-end, an increase of almost 8 percent above current numbers.

Are Things Looking Up?

This is definitely not a prediction of a flat, boring market. Absent the Fed's security blanket, the market should be more volatile, and it likely will be. A sell-off at some point in the next six months is very possible, with the rising concerns about trade one potential cause. In addition, as rates rise, investors will likely reassess the attractiveness of U.S. stocks versus fixed income. Meanwhile, accelerating wage growth should have a negative effect on profit margins, even as it boosts the economy as a whole.

While the downside risks are real, the ongoing strength of the U.S. economy should protect us from the worst and even continue to offer some upside. The second half of 2018, therefore, seems likely to provide us with more growth in the real economy and financial markets.

Certain sections of this commentary contain forward-looking statements based on our reasonable expectations, estimates, projections, and assumptions. Forward-looking statements are not guarantees of future performance and involve certain risks and uncertainties, which are difficult to predict.

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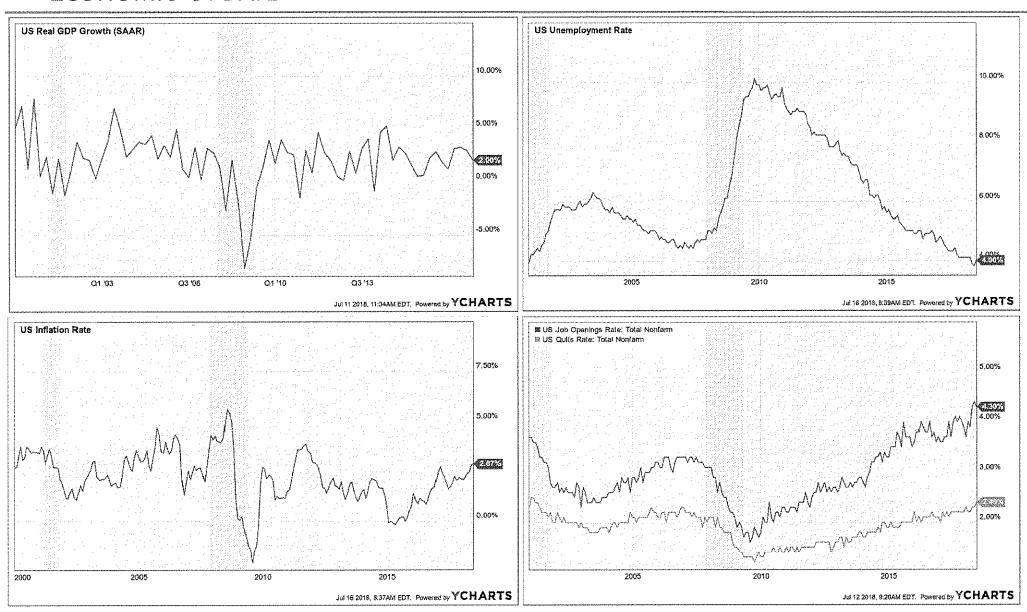
Thomas J. Bartholomew, AIF® is a financial advisor located at Bartholomew & Company, Inc., 370 Main Street, Suite 1000, Worcester, MA 01608. He offers securities and advisory services as an Investment Adviser Representative of Commonwealth Financial Network®, Member FINRA/SIPC, a Registered Investment Adviser. He can be reached at 508-753-8807, 800-440-8807 or at tom@bartandco.com.

Authored by Brad McMillan, CFA®, CAIA, MAI, managing principal, chief investment officer, at Commonwealth Financial Network®.

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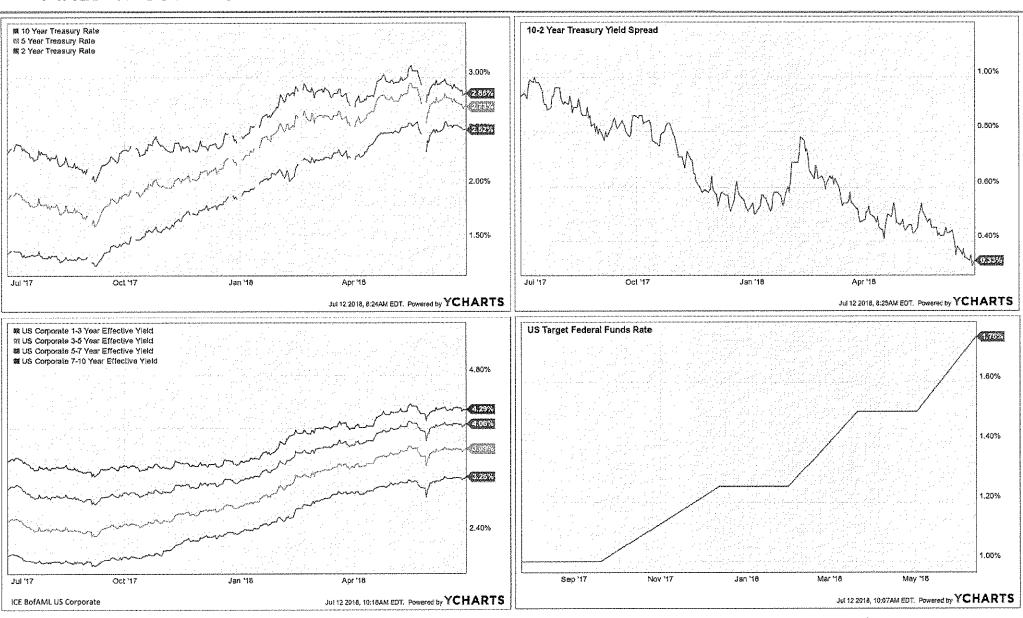
ECONOMIC UPDATE



All indices are unmanaged and investors cannot actually invest directly into an index. Unlike investments, indices do not incur management fees, charges, or expenses. Past performance does not guarantee future results.



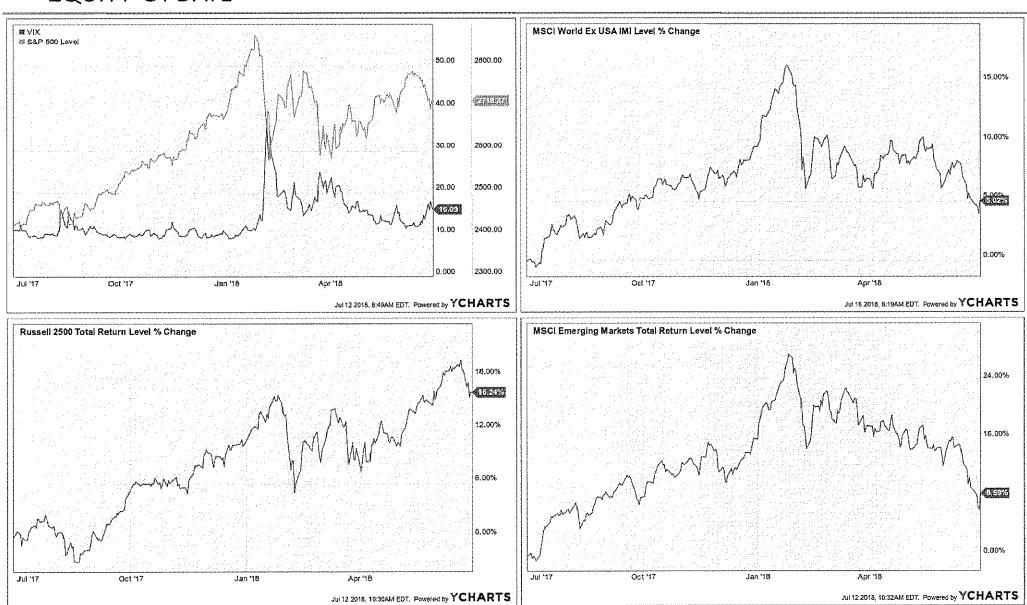
FIXED INCOME UPDATE



All indices are unmanaged and investors cannot actually invest directly into an index. Unlike investments, indices do not incur management fees, charges, or expenses. Past performance does not guarantee future results.



EQUITY UPDATE



All indices are unmanaged and investors cannot actually invest directly into an index. Unlike investments, indices do not incur management fees, charges, or expenses. Past performance does not guarantee future results.





Bartholomew & Company, Inc.

Thomas J. Bartholomew AIF® 800.440.8807 tom@bartandco.com

Portfolio Review

As of Saturday, June 30, 2018

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

ACCOUNTS INCLUDED IN YOUR PORTFOLIO	VALUE ON 6/30/2018
Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS	\$4,915,169.13
Total	 \$4,915,169.13

Portfolio Allocation

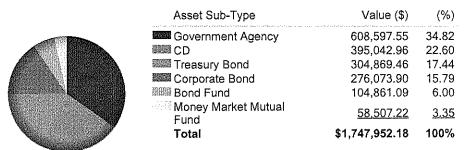
Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

Asset Sub-Type Allocation

As of 6/30/2018







Holdings by Asset Sub-Type

		As of 6/30/2018					As of 6/30/2017			
	Value (\$)	Pct. Assets (%)		Est. Annual Income (\$)	Value (\$)	Pct. Assets (%)	Current Yld/Dist Rate (%)*	Est. Annual Income (\$)		
Government Agency	1,560,561.64	31.75	1.42	22,097.50	608,597.55	34.82	1.32	8,003.75		
CD	947,502.08	19.28	1.75	16,589.00	395,042.96	22,60	1.38	5,447.50		
Corporate Bond	916,878.71	18.65	1.92	17,637.50	276,073.90	15.79	1.74	4,805.00		
Treasury Bond	773,264.78	15.73	1.34	10,378.75	304,869.46	17.44	1.18	3,587.50		
Common Stock	488,805.36	9,94	3.52	17,201.72		.00.	.00.			
Money Market Mutual Fund	227,643.39	4.63	1.44	3,278.05	58,507.22	3.35	.01	5.85		
Cash	513.16	.01	.01	.05		.00.	.00			

Portfolio Allocation

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

Holdings by Asset Sub-Type

		As of 6/30/2018	3			As of 6/3	0/2017	
	Value (\$)	Pct. Assets (%) F	Current Yld/Dist Rate (%)*	Est Annual Income (\$)	Value (\$)	Pct. Assets (%)	Current Yld/Dist Rate (%)*	Est. Annual Income (\$)
Bond Fund		.00	.00		104,861.09	6.00	2.20	2,306.12
Total Portfolio	\$4.915.169.13	100%	1.77%	\$87,182.57	\$1,747,952,18	100%	1.38%	\$24,155.72

Historical Market Value and Performance Summary

As of 6/30/2018

Since Inception & Fiscal Year-to-Date

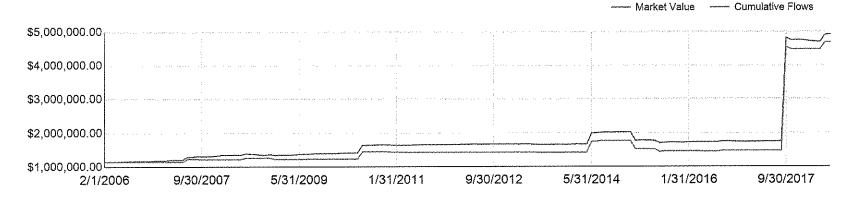
Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

02/01/2006 To 06/30/2018 Activity Summary

Beginning Balance (02/01/2006)	\$0.00
Contributions	\$5,237,696.49
Withdrawals	\$679,448.26
Realized Gain / Loss	(\$33,637.94)
Unrealized Gain / Loss	(\$97,249.18)
Interest	\$424,549.72
Dividend / Cap Gains	\$47,116.34
Change in Accrued Interest	\$16,141.95
Ending Balance (06/30/2018)	\$4,915,169.13
Total Gain / Loss After Fees	\$233,587.15
TWR for 02/02/2006 to 06/30/2018	21.11
TWR (Annualized)	1.56

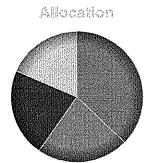
07/01/2017 To 06/30/2018 Activity Summary

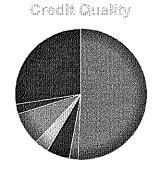
Beginning Balance (07/01/2017)	\$1,747,952.18
Contributions	\$3,275,694.51
Withdrawals	\$84,496.26
Realized Gain / Loss	(\$1,227.26)
Unrealized Gain / Loss	(\$86,576.48)
Interest	\$40,060.32
Dividend / Cap Gains	\$11,505.39
Change in Accrued Interest	\$12,256.73
Ending Balance (06/30/2018)	\$4,915,169.13
Total Gain / Loss After Fees	(\$42,434.93)
TWR for 07/01/2017 to 06/30/2018	-0.68
TWR (Annualized)	

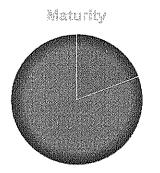


As of 6/30/2018

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS







	Asset-Sub Type	Value (\$)	(%)	100010000000000000000000000000000000000	S&P Rating	Value (\$)	(%)
	Government Agency	1,560,561.64	37.17		AA+	2,130,677.43	50.75
	CD	947,502.08	22.57		AA	89,197.90	2.12
100	Corporate Bond	916,878.71	21.84		A+	236,801.40	5.64
HEEDA	Treasury Bond	773,264.78	<u>18.42</u>		A-	145,486.75	3.47
	Total	\$4,198,207.21	100%		BBB+	345,270.36	8.22
					BBB	100,122.31	2.38
				89.40	NR	<u>1,150,651,07</u>	<u> 27.41</u>
					Total	\$4,198,207.21	100%

 Period	Value (\$)	(%)
< 1 year	807,091.81	19.22
1-5 years	<u>3,391,115.41</u>	80.78
Total	\$4,198,207.21	100%

Maturity and Duration Summary

\$4,198,207.21 100%

As of 6/30/2018

Totals

Fiscal Year End

2.41%

1.58%

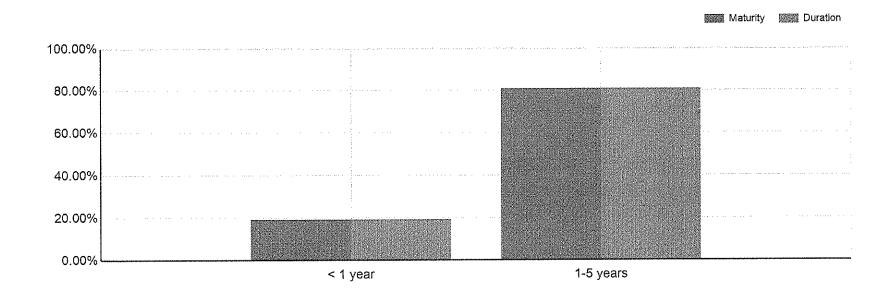
30 \$4,198,207.21 100%

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

Fixed inc	ome Matur						Fixed In	come Durat	lion				
Period	Fixed Income Holdings	Value (\$)	(%)	YTM Avg. (%)	Coupon Avg. (%)	Duration Avg.	Period	Fixed Income Holdings	Value (\$)	(%)	YTM Avg. (%)	Coupon Avg. (%)	Duration Avg.
< 1 year	9	807,091.81	19.22	2.26	1.49	0.59	< 1 year	9	807,091.81	19.22	2.26	1.49	0.59
1-5 years	21	3,391,115.41	80.78	2.45	1,60	2.15	1-5 years	21	3,391,115.41	80.78	2.45	1.60	2.15

1.85

Totals

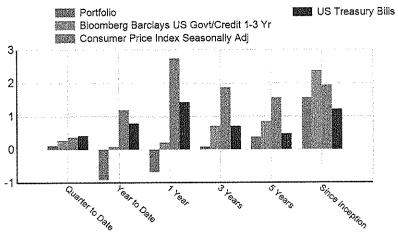


1.85

As of 6/30/2018 Fiscal Year End

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

Annualized Portfolio Rates of Return



Rates of Return				_	Annualized returns(%)			
Portfolio vs. benchmarks	Inception Date	QTD (%)	YTD (%)	1 Year (%)	3 Year (%)	5 Year (%)	Since Inception (%)	
Your Portfolio	02/02/2006	0.12	-0.91	-0.68	80.0	0.38	1.56	
Bloomberg Barclays US Govt/Credit 1-3 Yr	02/02/2006	0.28	0.08	0.21	0.71	0.84	2.37	
Consumer Price Index Seasonally Adj	02/02/2006	0.37	1.19	2.74	1.86	1.56	1.93	
US Treasury Bills	02/02/2006	0.41	0.79	1.42	0.71	0.48	1.21	
Rates of return by account				_	Annı	alized returns(%)	
	Inception Date	QTD (%)	YTD (%)	1 year (%)	3 year (%)	5 year (%)	Since Inception (%)	
Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS	02/02/2006	0.12	-0.91	-0.68	0.08	0.38	1.56	

Note: Returns are time-weighted and annualized for any period greater than one year. This report is incomplete without the accompanying disclosure page.

Performance History

From 1/1/1900 to 6/30/2018

Since Inception as of Fiscal Year End

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

From	Το			<u>Time Wei</u>	ghted Return (%)	<u>l</u>		
Yearly		Portfolio Return	Bloomberg Barclays US Govt/Credit 1-3 Yr	Consumer Price Index Seasonally Adj	US Treasury Bills	Bloomberg Barclays Government/Cred it (1-5 Y) (A)	Dow Jones Industrial Average	MSCI EAFE
02/02/2006	12/31/2006	2.93	4.14	2.02	4.42	4.58	16.32	18.94
01/01/2007	12/31/2007	6.14	6.83	4.40	5.14	5.86	8.88	11.17
01/01/2008	12/31/2008	0.81	4.97	1.18	2.44	- 4.69	- 31,93	-43.38
01/01/2009	12/31/2009	3.39	3.82	1.97	0.25	14.62	22.68	31.78
01/01/2010	12/31/2010	2.70	2.80	0.87	0.00	5.83	14.06	7.75
01/01/2011	12/31/2011	1.56	1.59	3,46	0.16	2.73	8.38	-12.14
01/01/2012	12/31/2012	0.85	1.26	1.90	0.31	6.32	10.24	17.32
01/01/2013	12/31/2013	-0.56	0.64	1.24	0.28	1,25	29.65	22.78
01/01/2014	12/31/2014	0.97	0.77	1.34	0.06	2.03	10.04	-4.90
01/01/2015	12/31/2015	0.47	0.65	0.46	0.12	1.51	0,21	-0,81
01/01/2016	12/31/2016	0.43	1,28	1.78	0.41	2.30	16.50	1.00
01/01/2017	12/31/2017	0.72	0.84	2.16	0.82	2.33	28.11	25.03
01/01/2018	06/30/2018	-0.91	0.08	1.19	0.79	-0.55	-0.73	-2.75
Total		21.11	33.80	26.72	16.11	52.64	205.33	55.84
Annualized		1.56	2.37	1.93	1,21	3.47	9.41	3.64

Portfolio Holdings

As of 6/30/2018

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

Holdings	1337	Asset	Sub-	Type

Initial	h a reserve of property 2 h has pro-					Pct. Assets			Est. Annual	Current Yld/Dist
Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	(%)	Est. Tax Cost (\$)	Principal (\$)	Income (\$)	Rate (%)
Common Stock		MRK	820.167	60.70	49,784.14	1.01	47,554.92	46,919,42	1.574.72	3,16
9/8/2017	Merck & Co Inc	artain and the second of the contract of the c	en en anno anno anno en en entre en en				45,904.86	45,015,11	1,760,42	3.75
9/8/2017	Pfizer Inc	PFE	1,294.430	36.28	46,961.92	.96			anna anna marc a carretta a car	
9/8/2017	Altria Group Inc	МО	773.994	56.79	43,955.12	.89	50,336.54	49,544.16	2,167.18	4.93
9/8/2017	Kimberly-Clark Corp	КМВ	406.518	105.34	42,822.61	.87	47,193.55	46,791.52	1,626.07	3.80
9/8/2017	Johnson & Johnson	JNJ	351.704	121.34	42,675.76	.87	47,472.90	46,864.88	1,266.13	2.97
9/8/2017	General Mills Inc	GIS	881.185	44.26	39,001.25	.79	47,854.78	47,001.00	1,727.12	4.43
9/8/2017	General Electric Co	GE	2,661.814	13,61	36,227.29	.74	47,512.15	46,966.66	1,277.67	3.53
12/11/2017	Coca-Cola Co.	ко	648,256	43.86	28,432.51	.58	28,648.94	28,507.37	1,011.28	3.56
9/8/2017	Southern Co	so	539.514	46.31	24,984.89	.51	25,701.39	25,035.92	1,294.83	5.18
2/5/2018	Hp Inc	HPQ	1,097.555	22.69	24,903.52	.51	24,810.95	24,713,44	611,34	2,45
5/22/2018	Emerson Electric Co	EMR	324.000	69.14	22,401.36	.46	23,991.16	23,991.16	628.56	2.81
9/8/2017	McDonald's Corp	MCD	142.029	156.69	22,254.52	.45	23,772.81	23,434.70	573,80	2.58
9/8/2017	Consolidated Edison Inc	ED	281,222	77.98	21,929.69	.45	23,391.61	22,995.55	804,29	3.67
3/7/2018	American International Group Inc	AIG	411.244	53,02	21,804.16	.44	23,508.94	23,279.56	526.39	2.41
2/5/2018	Bank of America Corporation	BAC	733,119	28.19	20,666.62	.42	22,975.79	22,827,58	351,90	1.70
Total Common	Stock		entenzanzanzanza ina ini azartzatzat tain ere		\$488,805.36	9.94%	\$530,631.29	\$523,888.03	\$17,201.72	3.52%
Corporate Bond		7404400 (4	040,000,000	09.24	236,018,40	4.80	239,880.00	239,880,00	3,240.00	1,37
9/8/2017	PepsiCo Inc Note 1.35000% 10/04/2019	713448DJ4	240,000.000	98,34	and the same state of the same of the		and the second of the second of	and a same and accommon to	4.680.00	1.98
9/12/2017	Southern Power Co Note Call: Make Whole 1.95000% 12/15/2019	843646AS9	240,000.000	98.31	235,932.00	4.80	240,000.00	240,000.00	4,680,00	1.90
9/14/2017	Wells Fargo Co New Note 2.10000% 07/26/2021	949746SA0	150,000,000	96.09	144,130.50	2.93	148,995.00	148,995.00	3,150.00	2.19
3/12/2018	McDonaid's Corp Med Term Note Be MTN 2,62500% 01/15/2022 Call: Make Whole	58013MEM2	110,000.000	98.00	107,798.90	2.19	108,186.10	108,186.10	2,887.50	2.68
12/19/2013	AT&T Inc Bond 02,375% 11/27/2018	00206RCA8	100,000.000	99,90	99,898.00	2.03	100,250,00	100,250.00	2,375.00	2.38
11/17/2016	Pfizer Inc Note Call: Make Whole 1.45000% 06/03/2019	717081DU4	90,000.000	99.00	89,096.40	1.81	89,712.00	89,712.00	1,305.00	1.46
Accrued Interest	nicologica de la composition de la comp E		man managarian saar na saar		4,004.51	.08	and the second s			
Total Corporate	e Bond		Apple of the American Control of the		\$916,878.71	18.65%	\$927,023.10	\$927,023.10	\$17,637.50	1.93%

This report is incomplete without the accompanying disclosure page.

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Fiscal Year End

Portfolio Holdings

As of 6/30/2018

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

Haldinas	1550	Accet	Sub-Type
	25 52	A 33301	

same was saffer on	A surger reserve 5 hre					Pct.				Curre
nitial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Yld/Dia Rate (%
Government Ag	gency									
9/8/2017	Federal Home Loan Banks Bond 1.50000% 04/28/2021	3130A7RN7	240,000.000	98.57	236,577.60	4.81	240,000.00	240,000.00	3,600.00	1.
9/26/2017	Federal Home Ln Mtg Corp MTN 1.50000% 05/22/2020	3134GBLG5	235,000.000	99.10	232,880,30	4.74	234,882.50	234,882.50	3,525.00	1.
/13/2017	Federal Home Loan Mtg Corp MTN 1.25000% 02/26/2021	3134G8L31	220,000.000	98.76	217,276.40	4.42	220,000.00	220,000.00	2,750.00	1.
9/12/2017	Federal Home Ln Mtg Corp MTN 1.25000% 02/28/2020	3134G95B9	200,000.000	98.78	197,556.00	4.02	199,600.00	199,600.00	2,500.00	1.
1/24/2017	Federal Home Ln Mtg Corp MTN 2.00000% 05/10/2022	3134GBLS9	155,000.000	99.65	154,449.75	3.14	155,000.00	155,000.00	3,100.00	2.
3/23/2016	Federal Home Ln Mtg Corp MTN 1.50000% 06/30/2021	3134G9A56	90,000.000	98.06	88,250.40	1.80	00.000,00	90,000.00	1,125.00	1,
7/22/2016	Federal Home Loan Mtg Corp MTN 1.15000% 08/24/2021	3134G92X4	90,000.000	97.97	88,168.50	1.79	90,000.00	90,000,00	1,035.00	1.
5/23/2016	Federal Home Ln Mtg Corp MTN 1.40000% -06/30/2021	3134G9ZY6	90,000.000	97.78	87,997.50	1.79	90,000.00	90,000,00	1,125.00	1
7/22/2016	Federal Home Loan Mtg Corp MTN 1.30000% 08/23/2021	3134G93B1	90,000.000	96.89	87,200,10	1.77	90,000.00	90,000,00	1,170.00	1
/10/2016	Federal Home Loan Mtg Corp MTN 1,30000% 06/30/2021	3134G9VA2	85,000.000	97.65	83,000,80	1.69	85,000,00	85,000.00	1,105.00	1
)/23/2016	Federal Home Ln Mtg Corp MTN 1.25000% 09/30/2021	3134GAMT8	85,000.000	97,51	82,885.20	1,69	85,000.00	85,000.00	1,062,50	1
Accrued Interest	t				4,319.09	.09				. ,
otal Governm	ent Agency				\$1,560,561.64	31.75%	\$1,579,482.50	\$1,579,482.50	\$22,097.50	1.4
Treasury Bond	United States Treas Note 0.87500% 07/31/2019	912828TH3	240,000.000	98.39	236,138,40	4.80	238,425.00	238,425.00	2,100.00	
9/12/2017 5/22/2018	United States Treas Note Note 2.00000% 01/31/2020	9128283S7	203,000.000	99.25	201,469.38	4-10	201,477.50	201,477.50	4,060.00	
)/18/2014	United States Treas Note Note 1.37500% 09/30/2018	912828RH5	125,000.000	99.85	124,810.00	2,54	124,183,59	124,183.59	1,718.75	
/17/2018	United States Treas Note 1.50000% 05/31/2019	912828WL0	95,000.000	99.25	94,283.70	1.92	94,643.75	94,643.75	1,425.00	
/17/2016	United States Treas Note Note 0.75000% 02/15/2019	912828P53	70,000.000	99.09	69,365.80	1.41	69,967.19	69,967.19	525.00	
/27/2014	United States Treas Note 1.25000% 11/30/2018	912828A34	44,000.000	99.66	43,848.64	.89	43,635.62	43,635.62	550.00	
Accrued Interes	tion of the control o				3,348,86	.07				
Total Treasury	Bond		a and a second and a second		\$773,264.78	15.73%	\$772,332.65	\$772,332.65	\$10,378.75	1.3

This report is incomplete without the accompanying disclosure page.

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Fiscal Year End

Portfolio Holdings

As of 6/30/2018

Town of Wenham Trust Funds UA (xxxx9480) - PPS Custom NFS

Holdings t	by Asset Sub-Type					Pct.				Current
Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Est. Annual Income (\$)	Yld/Dist Rate (%)*
CD 9/11/2017	American Express Centrn CD 1.90000%	02587DY51	246,000.000	.99	242,442.84	4.93	246,000.00	246,000.00	4,674.00	1.93
0/0/0047	03/06/2020	02006L5K5	240,000.000		235,384.80	4,79	240,000.00	240.000.00	4,680,00	1.99
9/8/2017	Ally Bank Midvale UT CD 1.95000% 09/14/2020	38148JPM7	150,000.000	.99	149,179,50	3.04	149,850,00	149,850,00	2,325.00	1.56
9/12/2017	Goldman Sachs Bank USA NY CD 1.55000% 04/01/2019	36 1460 = 1017	150,000.000		140,170.00					
8/21/2017	Bmw Bank North Amer Salt Lake CD 1.90000% 09/08/2020	05580AKF0	100,000,000	,98	97,992.00	1.99	100,000.00	100,000.00	1,900.00	1.94
3/3/2016	JPMorgan Chase Bank Na CD 1,25000% 03/22/2019	48125YJ39	85,000,000	.99	84,520.60	1.72	85,000,00	85,000,00	1,062.50	1.26
9/23/2016	JPMorgan Chase Bank CD 1.35000% 09/30/2019	48126XFW0	85,000.000	.98	83,521.85	1.70	85,000.00	85,000.00	1,147.50	1.37
8/25/2015	Capital One National Assn VA 1.60000% 07/16/2018 CD	14042E4R8	50,000.000	1.00	49,991.00	1.02	49,875.00	49,875.00	800.00	1,60
Accrued Interes	st		the second secon		4,469.49	.09		wise		*****
Total CD	and the second seco		and the second s		\$947,502.08	19.28%	\$955,725.00	\$955,725.00	\$16,589.00	1.76%
Money Market			007.040.050	1.00	227 640 65	4.63	227,640.65	227.461.47	3,278,03	1.44
	Fidelity Government Cash Reserves	FDRXX	227,640.650	1.00	227,640,65		and the second second second	2.74	.02	.86
	Fidelity Govt Money Market Capital Reserves Cl	FZAXX	2.740	1.00	2,74	.00	2.74		,, ,	
Total Money M	Market Mutual Fund				\$227,643.39	4.63%	\$227,643.39	\$227,464.21	\$3,278.05	1.44%
Cash	Cook Cradit (Dahit) Palanca	CASH	513,160	1.00	513.16	.01	513.16	513.16	.05	.01
	Cash Credit (Debit) Balance	UAGH .		**************************************	\$513.16	.01%	\$513,16	\$513.16	\$0.05	.01%
Total Cash					\$313.16	.0176	\$313,10	\$513.10	\$0.00	.0.70
Total Portfolio	•				\$4,915,169.13	100%	\$4,993,351.09	\$4,986,428.65	\$87,182.57	1.78%

Fiscal Year End

Disclaimer

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Position and account values shown are based on trade date and do not necessarily reflect actual current market prices or the value you would receive upon sale of such assets. Fixed income securities do not account for cost basis adjustments associated with holding these securities. The investment return and principal value of an investment will fluctuate, so an investor's shares, when redeemed, may be worth more or less than their original cost. Certain assets may be illiquid and unavailable for sale at any price. There is no assurance that your investment objective will be attained.

An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other governmental agency; although the fund seeks to preserve the value of the investment at \$1 per share, it is possible to lose money. Non-bank deposit investments are not FDIC- or NCUA-insured, are not quaranteed by the bank/financial institution, and are subject to risk, including loss of principal invested.

*"Current yield", if reflected in this report, is the percentage of interest (bonds) or dividends (stocks) that the security is yielding based on the security's current price. It is calculated by dividing a bond's current interest rate, or a stock's dividends paid over the prior 12 months, by the current market price of the security as of the date of this statement. Current yield, if reflected in this report, is provided for informational or illustrative purposes only and is not an accurate reflection of the actual return an investor will receive because bond and stock prices are constantly changing due to market factors. "Distribution rate" applies to securities that are not listed or traded on a national securities exchange (i.e., nontraded real estate investment programs). Distribution rates and payments are not guaranteed and may be modified at the program's discretion. Distributions may consist of return of principal (including offering proceeds) or borrowings. A breakdown of the distribution components and the time period during which they have been funded from return of principal, borrowings, or any sources other than cash flow from investment or operations can be found in your tax forms, which the sponsor will provide. When distributions include a return of principal, the program will have less money to invest, which may lower its overall return. When distributions include borrowings, the distribution rate may not be sustainable. Please refer to the relevant prospectus or offering memorandum for additional information and disclosures about the nature of and potential source of funds for distributions relating to nontraded securities.

All returns are shown net of fees unless otherwise indicated. Commonwealth relies upon data, formulas, and software to calculate the performance of portfolios. Periodic software enhancements may possibly cause inconsistencies with some performance calculations. Please notify your advisor if you have reason to believe calculations are incorrect to help ensure proper performance calculations going forward.

Certain assets listed in this report (identified as "Additional Assets" or "Advisor Manually Entered Account(s)") may not be held through Commonwealth and may not be covered by SIPC. Such assets are not subject to fee billing and are excluded from account performance calculations. Descriptions and valuations of Additional Assets or Advisor Manually Entered Account(s) are based upon information provided by you (or by a third party acting on your behalf) to your advisor, have not been verified by Commonwealth, and may not be accurate or current. The "unknown" label located in the value field indicates that no current value for the holding(s) has been able to be obtained. If you have a custodial statement indicating the current value, and wish to see it listed on future reports, please provide it to your advisor.

Blended benchmark returns are composed of individual index data and index composition may change over time. All indices are unmanaged and it is not possible to invest directly in an index or blended benchmark. Unlike investments, indices and blended benchmarks do not incur management fees, charges, or expenses.

Bloomberg Barclays US Govt/Credit 1-3 Yr - The Bloomberg Barclays US Govt/Credit 1-3 Yr Index measures a composite of government and corporate issues with maturities between 1-3 years.

Consumer Price Index Seasonally Adj - The Consumer Price Index (CPI) is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. This data is reported on a seasonally adjusted basis, which eliminates the influences of weather, holidays, opening and closing of schools and other recurring seasonal events, in order to more easily compare data from month to month.

US Treasury Bills - The 3-Month Treasury Bill represents the monthly return equivalents of yield averages, which are not marked to market; this index is an average of the last three three-month Treasury Bill issues.

Bloomberg Barclays Government/Credit (1-5 Y) (A) - This index includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities of between 1 and 5 years and are publicly issued

Dow Jones Industrial Average - Computed by summing the prices of the stocks of 30 companies and then dividing that total by an adjusted value—one which has been adjusted over the years to account for the effects of stock splits on the prices of the 30 companies. Dividends are reinvested to reflect the actual performance of the underlying securities.

MSCI EAFE - MSCI EAFE is a composite reflective of the equity market performance of developed markets in Europe, Australia and the Far East. (Total Return, Gross)



TOWN OF WENHAM TRUST FUNDS

Page 1 of 3 FISCAL YEAR 2018 SUMMARY

		FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018
ACCOUNT NUMBER	FUND NAME	BEGINNING MARKET VALUE	BEGINNING PRINCIPAL	SEGINNING EARNINGS	NET INCOME	REALIZED GAIN/LOSS	NET EARNINGS	TRANSFERS OF PRINCIPAL	TRANSFERS OF EARNINGS	ENDING PRINCIPAL	ENDING EARNINGS	ENDING CASH VALUE	CHANGE IN UNREALIZED GAIN/LOSS	UNREALIZED GAIN/LOSS	ENDING MARKE VALUE
	CEMETERY FUNDS														
81-491-4200-0200	CEMETERY PERPETUAL CARE	\$188,578.21	\$178,215.98	\$11,416,03	\$1,300.28	(\$228.77)	\$1,071.51	\$0.00	\$0.00	\$178,215.98	\$12,467.54	\$190,703.52	(\$1,897.05)	(\$2,950.85)	\$187,752.63
82-491-4820-0201	ABBOTT FLOWER FUND	\$150,985,47	\$143,844,62	\$7,984.57	\$1,041.03	(\$183.17)	\$857.86	\$0,00	\$0,00	\$143,844.62	\$8,842.43	\$152,687.05	(\$1,518.88)	(\$2,362.60)	\$150,324.45
82-491-4820-0202	GEORGE BADGER FLOWER FD	\$87,909.35	\$83,395.61	\$5,004.99	\$606.15	(\$106.66)	\$499.49	\$0.00	\$0.00	\$83,395.61	\$5,504.48	\$88,900.09	(\$884.34)	(\$1,375,59)	\$87,524.5
82-491-4820-0203	HATTIE L BATCHELDER FLOWER FD	\$217.37	\$200.00	\$18.58	\$1.47	(\$0,26)	\$1,21	\$0,00	\$0.00	\$200.00	\$19.79	\$219.79	(\$2.19)	(\$3.40)	\$216.3
82-491-4820-0204	BECKER FLOWER FUND	\$104.54	\$100.00	\$5.12	\$0.73	(\$0.13)	\$0.60	\$0.00	\$0.00	\$100.00	\$5.72	\$105.72	(\$1.06)	(\$1,64)	\$104.0
		\$430.82	\$400.00	\$33.23	\$2.99	(\$0,53)	\$2,45	\$0.00	\$0.00	\$400,00	\$35.69	\$435.69	(\$4.33)	(\$6,74)	\$428,9
82-491-4820-0206		\$1,129,06	\$1,000,00	\$135.37	\$7.78	(\$1.36)	\$6.42	\$0.00	\$0.00	\$1,000.00	\$141,79	\$1,141.79	(\$11.36)	(\$17,67)	\$1,124.1
82-491-4820-0207	FRANK CORNING FLOWER FD	\$211.03	\$200,00	\$12.21	\$1.43	(\$0.26)	\$1,17	\$0.00	\$0.00	\$200.00	\$13.38	\$213.38	(\$2.12)	(\$3.30)	\$210.0
	A & E COSH FLOWER FUND	\$178.62	\$175.00	\$4.62	\$1,22	(\$0.22)	\$1.00	\$0.00	\$0.00	\$175.00	\$5.62	\$180.62	(\$1,79)	(\$2,79)	\$177.8
82-491-4820-0208		\$203.47	\$200,00	\$4.51	\$1,42	(\$0.25)	\$1.17	\$0.00	\$0,00	\$200.00	\$5.78	\$205.78	(\$2.04)	(53.18)	\$202.6
		\$242.48	\$200.00	\$43.84	\$1,69	(\$0,29)	\$1,40	\$0.00	\$0.00	\$200.00	\$45.24	\$245,24	(\$2,43)	(\$3.79)	\$241.4
		\$203.47	\$200.00	\$4.61	\$1.42	(\$0.25)	\$1.17	\$0.00	\$0.00	\$200.00	\$5.78	\$205.78	(\$2.04)	(\$3.18)	\$202.6
		\$203.51	\$200.00	\$4.65	\$1.42	(\$0.25)	\$1.17	\$0.00	\$0.00	\$200.00	\$5.82	\$205,82	(\$2.04)	(\$3,18)	\$202.6
								\$0.00	\$0.00	\$200.00	\$2.52	\$202.52	(\$2.01)	(\$3.13)	\$199.3
82-491-4820-0212		\$200.27	\$200.00	\$1.39	\$1.38	(\$0.25)	\$1.13	\$0.00	\$0.00	\$425.00	\$46,53	\$471.53	(\$4.69)	(\$7.30)	\$464.2
82-491-4820-0213		\$456.28	\$425.00	\$43.89	\$3.21	(30.57)	\$2,64 \$1,17	\$0.00	\$0.00	\$200.00	\$5.78	\$205.78	(\$2.04)	(\$3.18)	\$202.6
		\$203.47	\$200.00	\$4.61	\$1.42	(\$0.25)			\$0.00	\$200.00	\$5.80	\$205.80	(\$2.04)	(\$3.18)	\$202.6
	HENRY KENT FLOWER FUND	\$203.49	\$200.00	\$4.63	\$1.42	(\$0.25)	\$1.17	\$0.00	\$0.00	\$200.00	\$5.78	\$205.78	(\$2.04)	(\$3,18)	\$202.6
82-491-4820-0216		\$203,47	\$200.00	\$4.61	\$1.42	(\$0.25)	\$1,17	\$0,00							\$199.3
		\$200.24	\$200.00	\$1.36	\$1.38	(\$0.25)	\$1.13	\$0.00	\$0.00	\$200.00	\$2.49	\$202.49	(\$2.01)	(\$3.13)	
		\$218.94	\$200.00	\$20.16	\$1.49	(\$0,26)	\$1.23	\$0.00	\$0.00	\$200.00	\$21,39	\$221.39	(\$2.21)	(\$3.43)	\$217.9
	AC & ML PERKINS FLOWER FD	\$239.63	\$225.00	\$15.97	\$1,66	(\$0.29)	\$1,37	\$0.00	\$0.00	\$225,00	\$17.34	\$242.34	(\$2.41)	(\$3.75)	\$238.5
82-491-4820-0220		\$204.47	\$200.00	\$5.61	\$1.43	(\$0.25)	\$1.18	\$0.00	\$0.00	\$200.00	\$6.79	\$206.79	(\$2.06)	(\$3.20)	\$203.6
		\$227.81	\$200.00	\$29,08	\$1,55	(\$0.28)	\$1.27	\$0.00	\$0,00	\$200.00	\$30.35	\$230.35	(\$2.29)	(\$3,56)	\$226.7
82-491-4820-0229		\$626.00	\$500,00	\$129.50	\$4.32	(\$0.76)	\$3.56	\$0.00	\$0,00	\$600.00	\$133.06	\$633.06	(\$6.30)	(\$9.80)	\$623,2
82-491-4820-0222	JOHN H RICE FLOWER FUND	\$ 99 .22	\$100,00	(\$0,23)	\$0.70	(\$0.12)	\$0.58	\$0.00	\$0,00	\$100.00	\$0.35	\$100.35	(\$1.00)	(\$1,55)	\$98,8
82-491-4820-0223	RALPH M SMITH FLOWER FD	\$235.99	\$200,00	\$37.31	\$1.63	(\$0.29)	\$1.34	\$0.00	\$0.00	\$200.00	\$38.65	\$238.65	(\$2.37)	(\$3.69)	\$234.9
82-491-4820-0224	ELBRIDGE STANLEY FLOWER FD	\$206.12	\$200.00	\$7,27	\$1,44	(\$0.26)	\$1.18	\$0.00	\$0,00	\$200.00	\$8,45	\$208.45	(\$2.08)	(\$3.23)	\$205,2
82-491-4820-0225	ETHEL B WENTWORTH FLOWER FD	\$229.84	\$200.00	\$31.12	\$1.54	(\$0.28)	\$1.26	\$0.00	\$0.00	\$200.00	\$32.38	\$232.38	(\$2.32)	(\$3,60)	\$228.7
82-491-4820-0226	WALTER C OBER FLOWER FD	\$450,27	\$400,00	\$52.79	\$3.12	(\$0.54)	\$2.58	\$0,00	\$0,00	\$400.00	\$55,37	\$455.37	(\$4.53)	(\$7.05)	\$448,3
82-491-4820-0227	A & E ELWELL FLOWER FUND	\$203.27	\$200.00	\$4.41	\$1,42	(\$0,25)	\$1,17	\$0.00	\$0.00	\$200.00	\$5,58	\$205,58	(\$2,04)	(\$3.18)	\$202.4
		\$579.34	\$500.00	\$82.58	\$3,99	(\$0.71)	\$3.28	\$0.00	\$0.00	\$500.00	\$85.86	\$585.86	(\$5.83)	(\$9.07)	\$576.7
	H BATCHELDER CEMETERY FD	\$580.74	\$500.00	\$83.99	\$4,00	(\$0.71)	\$3.29	\$0.00	\$0.00	\$500,00	\$87.28	\$587.28	(\$5.84)	(\$9.09)	\$578.1
82-491-4820-0252		\$1,364.35	\$475.00	\$896.97	\$9.42	(\$1.66)	\$7.76	\$0.00	\$0.00	\$475.00	\$904,73	\$1,379.73	(\$13.73)	(\$21.35)	\$1,358.2
82-491-4820-0253		\$1,452.69	\$596,68	\$864.13	\$10,04	(\$1,77)	\$8.27	\$0.00	\$0.00	\$596,68	\$872,40	\$1,469,08	(\$14.61)	(\$22.73)	\$1,446.3
81-491-4820-0298	PERKINS CEM PERP CARE PRINCIPAL	\$2,038.14	\$1,000,00	\$1,049,53	\$14.07	(\$2.47)	\$11.60	\$0.00	\$0.00	\$1,000,00	\$1,061.13	\$2,061.13	(\$20.50)	(\$31.89)	\$2,029.2
81-543-4820-0200		\$1,655.31	\$1,000.00	\$664.56	\$11.41	(\$2.01)	\$9.40	\$0.00	\$0.00	\$1,000,00	\$673.96	\$1,673.96	(\$16.65)	(\$25.90)	\$1,648.0
	SUBTOTALS	\$442.686.75	\$416,452.89	\$28,707.67	\$3.052.49	(\$537.13)	\$2,515,36	\$0.00	\$0.00	\$416.452.89	\$31,223,03	\$447.675.92	(\$4,453,27)	(\$6,927.08)	\$440.748.8

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TOWN OF WENHAM
TRUST FUNDS

Page 2 of 3 FISCAL YEAR 2018 SUMMARY

		FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY.2018	FY 2018
ACCOUNT NUMBER	FUND NAME	BEGINNING MARKET VALUE	BEGINNING PRINCIPAL	BEGINNING EARNINGS	NET INCOME	REALIZED GAIN/LOSS	NET EARNINGS	TRANSFERS OF PRINCIPAL	TRANSFERS OF EARNINGS	ENDING PRINCIPAL	ENDING EARNINGS	ENDING CASH VALUE	CHANGE IN UNREALIZED GAIN/LOSS	UNREALIZED GAIN/LOSS	ENDING MARKET
············	LIBRARY FUNDS						1000000								
						(mmc An)	2422.00	****	\$0.00	\$0.00	\$21,512.02	\$21.512.02	(\$214.00)	(\$332,87)	\$21,179,16
27-610-4820-0403	KEPPIE LIBRARY GIFT FUND	\$21,272.25	\$9.00	\$21,391.12	\$146.70	(\$25.80)	\$120.90	\$0.00				\$61,769,37	(\$614.46)	(\$955,79)	\$60.813.5
32-610-4820-0350	LOUISE BROWN LIBRARY FD	\$61,080.96	\$59,790.00	\$1,632,29	\$421.18	(\$74,10)	\$347.08	\$0,00	\$0.00	\$59,790.00	\$1,979.37			(\$1,072.47)	\$68,237,8
32-610-4820-0351	CHARLES W & MARJORIE DAVIS	\$68,537.88	\$66,108.65	\$2,812.23	\$472.55	(\$83,15)	\$389.40	\$0.00	\$0.00	\$66,108.65	\$3,201.63	\$69,310,28	(\$689.47)		\$5,757.1
82-610-4820-0352	JUDSON W DODGE LIB CHARITY FD	\$5,782.42	\$4,780,00	\$1,034.73	\$39.86	(\$7.01)	\$32.85	\$0.00	\$0.00	\$4,780.00	\$1,067.58	\$5,847.58	(\$58, 17)	(\$90,48)	
82-610-4820-0353	EDWIN P HAWKINS LIBRARY FD	\$1,659.47	\$500.00	\$1,168.74	\$11.45	(\$2.01)	\$9.44	\$0.00	\$0.00	\$500.00	\$1,178.18	\$1,678.18	(\$16.70)	(525.97)	\$1,652.2
82-615-4820-0650	DOROTHY JONES LIBRARY FD	\$318.69	\$100,00	\$220.47	\$2,19	(\$0.39)	\$1,80	\$0.00	\$0.00	\$100,00	\$222,27	\$322.27	(\$3.21)	(\$4.99)	\$317.2
82-615-4820-0651		\$7,133.32	\$3,000,00	\$4,173,18	549.19	(\$8.65)	\$40,54	\$0.00	\$0,00	\$3,000.00	\$4,213.72	\$7,213.72	(\$71.76)	(\$111.62)	\$7,102.1
82-615-4820-0652		\$91.23	\$42.37	\$49.37	\$0.66	(50.11)	\$0.55	\$0.00	\$0,00	\$42.37	\$49.92	\$92.29	(\$0.92)	(\$1.43)	\$90.8
82-615-4820-0653	LEON W BISHOP LIBRARY FD	\$549.43	\$260.36	\$292.14	\$3.80	(\$0.67)	\$3,13	\$0,00	\$0,00	\$260.36	\$295,27	\$555.63	(\$5.53)	(\$8,60)	\$547.0
		\$2,415,36	\$1,163.64	\$1,265,22	\$16.67	(\$2,93)	\$13.74	\$0,00	\$0.00	\$1,163,64	\$1,278.96	\$2,442.60	(\$24.30)	(\$37.80)	\$2,404.
82-615-4820-0655		\$1,482,45	\$1,164.97	\$325,76	\$10.23	(\$1,81)	\$8.42	\$0,00	\$0.00	\$1,164.97	\$334.18	\$1,499,15	(\$14,92)	(\$23.20)	\$1,475,9
82-615-4820-0656		\$3,745,15	\$1,808.95	\$1,957,13	\$25.81	(\$4.54)	\$21,27	\$0.00	\$0.00	\$1,808.95	\$1,976,40	\$3,787,35	(\$37.67)	(\$58.60)	\$3,728.7
		\$4,621,92	\$2,430.15	\$2,217,60	\$31.88	(\$5.61)	\$26.27	\$0.00	\$0.00	\$2,430,15	\$2,243,87	\$4,674.02	(\$46.49)	(\$72,32)	\$4,601.
82-615-4820-0657	JOHN F & ANN NEARY LIB FD	\$1,237,71	\$1,164.12	\$80.51	\$8.54	(\$1,50)	\$7.04	\$0.00	\$0.00	\$1,164,12	\$87.55	\$1,251.67	(\$12.45)	(\$19.37)	\$1,232.3
82-615-4820-0658				\$520.43	\$23.26	(\$4,09)	\$19.17	\$0.00	\$0.00	\$2.871.45	\$539.60	\$3,411.05	(\$33.93)	(\$52,78)	\$3,358,2
82-615-4820-0659		\$3,373.03	\$2,871.45		\$23.25 \$6.10	(\$1.07)	\$5,03	\$0.00	\$0.00	\$540.00	\$350,79	\$890.79	(\$8,86)	(\$13.78)	\$877.0
82-615-4820-0660	DR DONALD CONWELL LIB FD	\$880,84	\$540.00	\$345.76	\$7.00	(\$1.23)	\$5.03	\$0.00	\$0.00	\$490.00	\$534.06	\$1,024.06	(\$10.19)	(\$15,85)	\$1,008.2
82-615-4820-0661	KATLYN MACCREADY BIRD ED LIB	\$1,012.63	\$490.00	\$528.29			\$25.18	\$0.00	\$0.00	\$3,570,00	\$911.53	\$4,481,53	(\$44,58)	(\$69.34)	\$4,412,1
82-615-4820-0662	MARION K WILKS LIBRARY FD	\$4,431.59	\$3,570.00	\$886.35	\$30.56	(\$5,38)		\$0.00	\$0.00	\$9.248.68	\$1,376,88	\$10,625,56	(\$105,69)	(\$164.41)	\$10,461.1
82-515-4820-0663	JAMES HOMPE MEMORIAL LIB	\$10,507.14	\$9,248.68	\$1,317.18	\$72.44	(\$12.74)	\$59.70			\$2,490.00	\$1,004,22	\$3,494.22	(\$34.76)	(\$54.07)	\$3,440.1
82-615-4820-0664	PERCIVAL & ELINOR G WHIPPLE LIB	\$3,455,30	\$2,490.00	\$984,61	\$23.80	(\$4.19)	\$19.61	\$0.00	\$0,00		\$1,132,04	\$2,072.04	(\$20.81)	(\$32.06)	\$2,039.9
82-615-4820-0665	NEWALT ROSE RICHARDS MEM LIB	\$2,048.96	\$940.00	\$1,120.41	\$14.12	(\$2.49)	\$11.63	\$0.00	\$0.00	\$940.00		\$10.061.70	(\$100.09)	(\$155,69)	\$9,906.0
82-615-4820-0666	ELEANOR H BELTON MEM LIB TST	\$9,949,57	\$9,490.00	\$515,17	\$68.61	(\$12.08)	\$56.53	\$0.00	\$0.00	\$9,490.00	\$571.70				\$3,774.1
82-615-4820-0667	ELIZABETH L BECKETT MEM LIB TST	\$3,790.80	\$2,935.00	\$876.98	\$26.13	(\$4,60)	\$21.53	\$0,00	\$0.00	\$2,935.00	\$898.51	\$3,833.51	(\$38,14)	(\$59.32)	
82-610-4820-0354	NIELSON LIBRARY FUND	\$1,979.92	\$1,100.00	\$890.98	\$13.66	(\$2.39)	\$11.27	\$0.00	\$0.00	\$1,100.00	\$902.25	\$2,002.25	(\$19.92)	(\$30.98)	\$1,971.2
82-620-4820-0601		\$1,423,02	\$975,00	\$455.97	\$9.80	(\$1.73)	\$8.07	\$0,00	\$0.00	\$975,00	\$464.04	\$1,439.04	(\$14.32)	(\$22.27)	\$1,416,1
82-620-4820-0355		\$147,139.31	\$143,601.69	\$4,359.85	\$1,014.56	(\$178.51)	\$836,05	\$0.00	\$0.00	\$143,601.69	\$5,195.90	\$148,797.59	(\$1,480,19)	(\$2,302.42)	\$146,495,1
	SUSAN D LILLIE LIB TRUST FD	\$12,206,16	\$12,000.00	\$274,37	\$84.18	(\$14.80)	\$69,38	\$0.00	\$0,00	\$12,000,00	\$343.75	\$12,343,75	(\$122.79)	(\$191.00)	\$12,152.
	SUBTOTALS	\$382,126.51	\$332,565.03	\$51,696.84	\$2,634.93	(\$463.58)	\$2,171.35	\$0.00	\$0.00	\$332,565.03	\$53,868.19	\$386,433.22	(\$3,844.12)	(\$5,979.48)	\$380,453.7
	CHARITY FUNDS							· · · · · · · · · · · · · · · · · · ·							
	-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							***	20.22	******	\$35,37	\$535,37	(\$5,32)	(\$8,28)	\$527.0
82-122-4820-0300	JOHN K DODGE CHARITY FUND	\$529.40	\$500.00	\$32,36	\$3.66	(\$0.65)	\$3.01	\$0,00		\$500.00			(\$31.85)	(\$49.54)	
82-122-4820-0301	MARY E PERKINS CHARITY	\$3,166.07	\$3,000.00	\$183.76	\$21.85	(\$3.84)	\$18.01	\$0,00		\$3,000.00	\$201.77	\$3,201.77			
	RALPH M SMITH CHARITY FD	\$35,871,46	\$34,000.00	\$2,071.91	\$247.33	(\$43.51)	\$203.82	\$0.00		\$34,000.00	\$2,275,73	\$36,275.73	(\$360,86)	(\$561.31)	
82-122-4820-0303		\$3,166.07	\$3,000.00	\$183.76	\$21.85	(\$3.84)	\$18.01	\$0.00		\$3,000.00	\$201.77	\$3,201,77	(\$31.85)	(\$49,54)	
	BENJAMIN F YOUNG CHARITY	\$1,710,91	\$1,620.00	\$100.47	\$11.78	(\$2.07)	\$9.71	\$0.00	\$0,00	\$1,620.00	\$110,18	\$1,730,18	(\$17.21)	(\$26,77)	\$1.703.
	SUBTOTALS	\$44,443,91	\$42,120,00	\$2,572,26	\$306.47	(\$53,91)	\$252.56	\$0.00	\$0.00	\$42,120,00	\$2.824.82	\$44,944,82	(\$447.09)	(\$695,44)	\$44,249.3

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TOWN OF WENHAM TRUST FUNDS

Page 3 of 3 FISCAL YEAR 2018 SUMMARY

/////		FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018
ACCOUNT NUMBER	FUND NAME	BEGINNING MARKET VALUE	BEGINNING PRINCIPAL	BEGINNING EARNINGS	NET INCOME	REALIZED GAIN/LOSS	NET EARNINGS	TRANSFERS OF PRINCIPAL	TRANSFERS OF EARNINGS	ENDING PRINCIPAL	ENDING EARNINGS	ENDING CASH VALUE	CHANGE IN UNREALIZED GAIN/LOSS	UNREALIZED GAIN/LOSS	ENDING MARKET VALUE
	4800 F/18/20		*****												
	MISC. FUNDS														
	STABILIZATION FUND	\$10,274.49	\$1,832.32 \$1,077.58	\$8,499.58 \$2,869.25	\$70.88 \$27.05	(\$12.46) (\$4.76)	\$58.42 \$22.29	\$0.00 \$0.00	\$0.00 \$0.00	\$1,832.32 \$1,077.58	\$8,556.00 \$2,891,54	\$10,390.32 \$3,969.12	(\$103.36) (\$39.49)	(\$160.77) (\$61.42)	\$10,229.55 \$3,907.70
82-000-4970-0155 82-171-4820-0152		\$3,924,90 \$12,094,66	\$3,939.21	\$8,223,03	\$83.40	(\$14,67)	\$68.73	\$0.00	\$0.00	\$3,939.21	\$8,291,76	\$12,230.97	(\$121.68)	(\$189.26)	\$12,041.71
27-145-4200-0424		\$65,668.56	\$60,000.00	\$6,035.52	\$7.11	\$0.00	\$7.11	(\$60,000,00)	(\$6,042,63)	\$0.00	\$0.00	\$0.00	\$366.96	\$0.00	\$0.00
	EDUCATION FUND	\$517,278.80	\$10,000.00	\$510,169.41	\$3,566.72	(\$627,55)	\$2,939.17	\$0.00	\$0.00	\$10,000.00	\$513,108.58	\$523,108.58	(\$5,203.70) (\$510,33)	(\$8,094.31) (\$793,81)	\$515,014.27 \$50,507,60
27-145-4200-0425	ELDERLY AND DISABLED FUND	\$50,729.69	\$2,500.00	\$48,513.17	\$349.78	(\$61,54)	\$288.24	\$0,00	\$0.00	\$2,500,00	\$48,801.41	351,301.41	(9010,33)	(31,80'91)	V0.10c,0c¢
	SUBTOTALS	\$659,971.10	\$79,349.11	\$584,309.96	\$4,104.94	(\$720.98)	\$3,383.96	(\$60,000.00)	(\$6,042.63)	\$19,349,11	\$581,651.29	\$601,000.40	(\$5,611.60)	(\$9,299.57)	\$591,700.83
	AFFORDABLE HOUSING FUNDS														
27-122-4820-0410	WAHT FUND 1	\$218,518,75	\$2,314,44	\$217,425,42	\$1.506.72	(\$265,10)	\$1,241,62	\$0.00	\$0,00	\$2,314.44	\$218,667,04	\$220,981.48	(\$2,198.24)	(\$3,419.35)	\$217,562,13
83-000-4820-0000		\$0.00	\$0.00	\$0.00	\$4,353.07	(\$766.04)	\$3,587,03	\$634,957.97	\$0,00	\$634,957.97	\$3,587.03	\$638,545.00	(\$9.880.51)	(\$9,880.51)	\$628,664.49
	SUBTOTALS	\$218,518.75	\$2,314.44	\$217,425.42	\$5,859.79	(\$1,031.14)	\$4,828.65	\$634,957.97	\$0,00	\$637,272.41	\$222,254.07	\$859,526.48	(\$12,078.75)	(\$13,299.86)	\$846,226.62
	COMMUNITY PRESERVATION FUNDS						•								
24-000-4820-000	CPA FUNDS	\$0.00	\$0.00	\$0.00	\$16,845.74	(\$3,210.41)	\$13,635.33	\$2,640,736.54	\$0.00	\$2,640,736.54	\$13,635.33	\$2,654,371.87	(\$41,072.35)	(\$41,072.35)	\$2,613,299.52
	SUBTOTALS	\$0.00	\$0.00	\$0.00	\$16,845.74	(\$3,210.41)	\$13,635.33	\$2,640,736.54	\$0,00	\$2,640,736.54	\$13,635.33	\$2,654,371.87	(\$41.072.35)	(\$41,072.35)	\$2,613,299.52
	GRAND TOTALS	\$1,747,747.02	\$872.801.47	\$884,712.15	\$32,804.36	(\$6.017.15)	\$26,787.21	\$3,215,694,51	(\$6,042.63)	\$4,088,495,98	\$905.456.73	\$4,993,952,71	(\$67,507,18)	(\$77,273,78)	\$4.916.678.93

Securities and advisory services offered through Commonwealth Financial Network, Member FINRA/SIPC, a Registered Investment Adviser. Past performance is no guarantee of future results.

CURRENT ACCRUAL:

\$18,164.92 \$0.00

TRANSFER IN TRANSIT: UNREALIZED GAIN/LOSS:

(\$77,273.78)

JUNE 30, 2018 STATEMENT VALUE: \$4,916,678.93

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TOWN OF WENHAM INVESTMENT POLICY STATEMENT

Approved by: Wenham BOS Effective on: August 1, 2017

The primary purpose of this Investment Policy Statement (IPS) is to provide a clear understanding regarding the Town of Wenham (the "Town") Long Term Funds and, General Fund objectives, goals, risk tolerance, and investment guidelines established for the investment of town funds.

I. The Investment of General Funds, Special Revenue Funds, Enterprise Funds, and Capital Projects Funds

A. Scope

This section of the IPS applies only to short term operating funds such as general funds, special revenue funds, enterprise funds, bond proceeds and capital project funds. A separate Contributory Retirement Board, either local or county, is responsible for the investment of the pension funds.

B. Investment Instruments

Note: Public investments in Massachusetts are not protected through provisions in State law.

The Treasurer may invest in the following instruments:

- Massachusetts State pooled fund: <u>Unlimited amounts</u> (Pool is liquid) The Massachusetts Municipal Depository Trust (MMDT), an investment pool for state, local, county and other independent governmental authorities, is under the auspices of the State Treasurer. It invests in Bankers Acceptances, Commercial Paper of high quality, Bank Certificates of Deposit, Repurchase agreements (Repos), and U. S. Treasury Obligations. It has Federal Deposit Insurance Corporation (F.D.I.C.) pass-through insurance on the CD's up to the standard limits and takes delivery on the Repos and Treasuries. Under Government Accounting Standards Board Regulation (GASB III), it is not considered an uncollateralized product.
- U. S. Treasuries that will be held to maturity: <u>Unlimited amounts</u> (Up to one-year maturity from date of purchase)
- U.S. Agency obligations that will be held to maturity. <u>Unlimited amounts</u> (Up to one-year maturity from date of purchase)
- Bank accounts or Certificates of Deposit ("CDs") (Up to three years) which are fully collateralized through a third party agreement: Unlimited Amounts
- Bank accounts and CDs (Up to three years) insured by F.D.I.C. up to the coverage limit. All bank accounts
 and CDs in one institution are considered in the aggregate for the insurance coverage limit. In some cases,
 Banking Institutions carry additional insurance, Depository Insurance Fund (D.I.F.): Contact banking
 representative for amounts of coverage.
- Unsecured bank deposits of any kind such as other checking, savings, money market, or Certificates of
 Deposit accounts at Banks that do not fit the above categories. These investments are subject to the
 following limitations: No more than 5% of an institution's assets and no more than 25% of a municipality's
 cash may be comprised of unsecured bank deposits. This percentage may be increased for not more than 30
 days during times of heavy collection or in anticipation of large payments that will be made by the entity in

the near future. For example, these payments may be for such items as debt service payment or regional school assessments. Their credit worthiness will be tracked by Veribanc, or other bank credit worthiness reporting systems. They will be diversified as much as possible. CDs will be purchased for no more than one year and will be reviewed frequently.

 Money Market Mutual Funds that are registered with the Securities and Exchange Commission that have received the highest possible rating from at least one nationally recognized statistical rating organization and as otherwise referenced in the Massachusetts General Law Chapter 44 Section 55.

C. Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as concentration in a specific institution. With the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies, and State pools (MMDT), no more than 25% of the Town's investments shall be invested in a single financial institution.

D. Authorization

The Treasurer has authority to invest entity funds, subject to the statutes of the Commonwealth Massachusetts General Law Chapter 44 Section 55,55A, & 55B.

E. Restrictions

Chapter 44, Section 55 set forth several restrictions that the Treasurer must be aware of when making investment selections.

- A Treasurer shall not at any one time have on deposit in a bank or trust company an amount exceeding 60% of the capital and surplus of such bank or trust company, or banking company, unless satisfactory security is given to it by such bank or trust company, or banking company for such excess.
- The treasurer shall not make a deposit in any bank, trust company or banking company with which he is, or
 for any time during the three years immediately preceding the date of any such deposit was, associated as
 an officer or employee.
- All securities shall have a maturity from date of purchase of one year or less, with the exception of bank certificates of deposit which will not exceed three years from the date of purchase.
- Purchases under an agreement with a trust company, national bank or Banking Company to repurchase at not less than original purchase price of said securities on a fixed date shall not exceed ninety days.

F. Legal References

Massachusetts General Law Chapter 44, Section 55 Massachusetts General Law Chapter 44, Section 55A Massachusetts General Law Chapter 44; Section 55B

II. The Investment of Long Term Funds

A. Scope

This section of the IPS applies only to funds that are designated as long term, i.e. trust funds, stabilization funds, cemetery perpetual care, Town preservation act and other funds the town may have set aside for long term use.

All accounts will be maintained separately receiving their proportionate interest and any realized and unrealized gains or losses. The account may be established as a pooled investment portfolio unless otherwise stated. Any additional accounts will be maintained in this same manner.

B. Authority

Massachusetts General Law Chapter 44, section 54 pertains to the investment of Trust Funds, Chapter 40 Section 5B pertains to the investment of Stabilization Funds and, Chapter 44B section 7 pertains to the investments of Town Preservation Funds. All trust funds shall fall under the control of the entity's Treasurer unless otherwise provided or directed by the donor.

If the trust fund results from a gift, grant or bequest from a private donor, and the private donor specifies how the trust shall be invested; the trust fund shall be invested in accordance with the terms of the gift, grant or bequest. If there is a conflict between such donor terms and this Section II, the donor terms shall govern, subject to the general principles of prudence set forth in the Policy.

C. Investment Instruments

M.G.L. Chapter 44 section 54 states that money should be deposited into savings bank, trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in a paid—up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the commonwealth.

Additionally, the Town may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen percent (15%) of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent (1 ½%) of such funds be invested in the stock of any one bank or insurance company.

The Treasurer may invest in the following instruments:

 U. S. Treasuries that maybe sold prior to maturity: <u>Unlimited amounts</u> (With no limit to the length of maturity from date of purchase)

- U.S. Agency obligations that maybe sold prior to maturity. <u>Unlimited amounts</u> (With no limit to the length of maturity from date of purchase)
- Bank accounts or Certificates of Deposit ("CDs") <u>Unlimited amounts</u> (With no limit to the length of
 maturity from date of purchase), which is fully collateralized through a third-party agreement:
- Bank accounts and CDs (With no limit to the length of maturity from date of purchase) fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.): All bank accounts and CDs in one institution are considered in the aggregate to receive the insurance coverage limit.
- Unsecured bank deposits of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments will be limited to no more than 5% of an institution's assets and no more than 25% of a municipality's cash. This percentage may be increase for not more than 30 days during times of heavy collection or in anticipation of large payments that will be made by the Town in the near future. These payments maybe for such items as debt service payment or regional school assessments. Their credit worthiness will be tracked by Veribanc, or other bank credit worthiness reporting systems. They will be diversified as much as possible. CDs will be purchased with no limit to the length of maturity from the date of purchase and will be reviewed frequently.
- Corporate Bonds that are listed in the <u>List of Legal Investments</u>, using the following criteria:
 - o Purchase Constraints:
 - The Town's investment portfolio can only invest in a corporate bond that is rated at least A-, or the equivalent, by at least one of the three major rating agencies (i.e. Standard & Poor's, Moody's, or Fitch) at the time of purchase.
 - o Liquidation Procedures:
 - Positions held in corporate bonds must be liquidated within 90 days upon being downgraded to BBB, or the equivalent, by at least two of the three major rating agencies.
- Common and preferred stock that are listed in the <u>List of Legal Investments</u>.
- Investment Funds that are listed in the List of Legal Investments.
- All other items not separately identified here that are listed in the List of Legal Investments.

D. Standards of Care

The standard of prudence to be used by the Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio. The Treasurer acting in accordance with written procedures and this IPS, and exercising reasonable due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided the purchases and sale of securities is carried out in accordance with the terms of this IPS and the associated Massachusetts General Laws.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

In addition, this section would also apply to M.G.L. Chapter 44 Section 55A which refers to the liability of the Treasurer for losses due to bankruptcy.

E. Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities, as well as

concentration in a specific institution, with the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies.

The asset allocation parameters that will govern the diversified investment portfolio are included as addendums to this IPS.

F. Legal References

Massachusetts General Law Chapter 40, Section 5B Massachusetts General Law Chapter 44, Section 54 Massachusetts General Law Chapter 44, Section 55A Massachusetts General Law Chapter 44, Section 55B Massachusetts General Law Chapter 44B, Section 7

Trust Funds may be co-mingled and invested in any instruments allowed by the Commonwealth of Massachusetts list of Legal Investments Legal issued by the Banking Commissioner each July. Each trust fund must be accounted for separately. Chapter 44 Section 54 sets forth that Treasurers may invest in instruments that are legal for savings banks. This list of investments is included in the Commonwealth of Massachusetts List of Legal Investments, Chapter 167 Section 15A.

III. General Provisions

A. Objective

Massachusetts General Laws, Chapter 44, section 55B requires the Entity's Treasurer to invest all public funds except those required to be kept uninvested for purposes of immediate distribution.

This section also requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account the acceptable levels of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest reasonable return available that is consistent with safety of principal while meeting the daily cash requirements for the operation of the entity's business.

- Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to preserve capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.
- Liquidity is the next most important objective. The overall investment portfolio shall remain sufficiently
 liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash
 demands cannot be anticipated, the treasurer shall attempt to carry out investment activities in a manner
 that provides for meeting unusual or unexpected cash demands without requiring the liquidation of
 investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- Yield is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

B. Risk Tolerance

· Credit Risk

"Credit risk" is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The Town will manage credit risk several ways. There will be no limit to the amount of United States Treasury and United States Government Agency obligations. In regards to other investments, the Town will only purchase investment grade securities with a high concentration in securities rated A or better. The Town may invest in the Massachusetts Municipal Depository Trust (MMDT) with no limit to the amount of funds placed in the fund. The Town may place funds in banking institutions as stated in Section C of this IPS.

Custodial Risk

The "custodial credit risk" for deposits is the risk that, in the event of the failure of a depository financial institution, a municipality will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a municipality will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

The Town will review the financial institution's financial statements and the background of the Advisor. The intent of this qualification is to limit the Town's exposure to only those institutions with a proven financial strength, Capital adequacy of the firm, and overall affirmative reputation in the municipal industry. Further, all securities not held directly by the Town, will be held in the Town's name and tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

Concentration of Credit Risk

"Concentration of credit risk" is the risk of loss attributed to the magnitude of a government's investment in a single issuer.

The Town will minimize concentration of credit risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

• Interest Rate Risk

"Interest rate risk" is the risk that changes in interest rates will adversely affect the fair value of an investment.

The Town will manage interest rate risk by managing duration in the account.

Foreign Currency Risk

"Foreign currency risk" is the risk that changes in foreign monetary exchange rates will adversely affect the fair value of an investment or a deposit.

The Town will limit investment in any instrument exposed to foreign currency risk.

C. Ethics

The Treasurer (and Assistant Treasurer) shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. Said individuals shall disclose to the Finance Director any material financial interest in financial institutions that do business with the Town. They shall also disclose any large personal financial investment positions or loans that could be related to the performance of the Town's investments.

D. Relationship with Financial Institutions

Financial institutions should be selected first and foremost with regard to their financial soundness and stability. The Town may subscribe to the Veribanc Rating Service to evaluate the banking institutions with which it chooses to establish relationships. Brokers should be recognized, reputable dealers and members of the Financial Industry Regulatory Authority (FINRA).

In instances where the Town does not purchase the Veribanc Rating Service, the Treasurer should request the banking institution's Veribanc rating from all of the banking institutions that are working with the Town on a quarterly basis.

When using the Veribanc Rating Service the Treasurer may invest in such banks that show a green rating in a particular quarter. If a rating is yellow the Treasurer should contact the appropriate banking institution and request in writing an explanation of the change in rating and the expected time table for it to be changed to green. If for a second quarter such rating is not green, the Treasurer should consider removing all funds that are not collateralized, or carries some form of depositor's insurance. If a rating moves to red, all money should be immediately collateralized or covered by some form of depositor's insurance or be removed from the banking institution.

The Treasurer shall require any brokerage houses and broker/dealers wishing to do business with the municipality to supply the following information to the Treasurer on an annual basis:

- Annual Financial statements
- If acting as a Registered Investment Advisor, copy of their most recent Form ADV Part II report
- Errors & Omissions insurance amounting to, at a minimum, the total fair market value of the Trust Fund
- A statement that the Advisor has read the municipality's IPS and will comply with it on an annual basis
- Annual review all advisors through <u>www.finra.org</u>: Broker Check

E. Reporting Requirements

On a quarterly basis, a report containing the following information will be prepared by the Treasurer and distributed to the Finance Director, as appropriate. The quarterly report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this IPS.
- A summary of the income earned on a monthly basis and year-to-date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the entity's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in the IPS.

Les he A Davidson, Treasurer of the Town of Wenham have reviewed this IPS and will manage the Town's funds under my control in accordance with this IPS.
Up a
Treasurer's Signature
Lishe Drupsa
Treasurer's Printed Name
August 1, 2017

ADDENDUM #1 INVESTMENT PARAMETERS

The information contained herein shall dictate the long-term asset allocation minimums and maximums that will govern the management of the diversified investment portfolio.

Category	Min	Target	Max
Equity	5%	10%	20%
Fixed Income	70%	85%	100%
Cash	3%	5%	10%
Total		100%	-A

Treasurer's Signature

August 1, 2017



Bartholomew & Company, Inc.

Thomas J. Bartholomew AIF® 800.440.8807 tom@bartandco.com

Portfolio Review

As of Saturday, June 30, 2018

Town of Wenham OPEB Trust UA (xxxx1967) - PPS Custom NFS

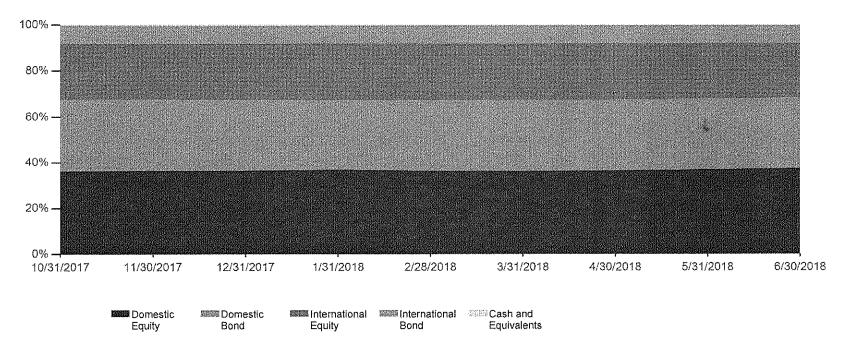
ACCOUNTS INCLUDED IN 1	OUR PORTFOLIO	VALUE ON 6/30/2018
Town of Wenham OPEB Trus	t UA (xxxx1967) - PPS Custom NF	\$98,627.09
Total	<u></u>	\$98,627.09

Portfolio Allocation History

From 10/3/2017 to 6/30/2018

Town of Wenham OPEB Trust UA (xxxx1967) - PPS Custom NFS

Asset Class (Primary) Allocation



Historical Market Value and Performance Summary

Since Inception & Fiscal Year-to-Date

As of 6/30/2018

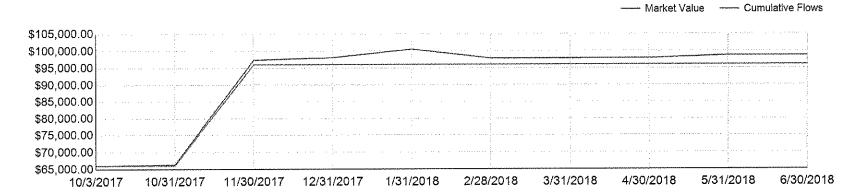
Town of Wenham OPEB Trust UA (xxxx1967) - PPS Custom NFS

10/03/2017 To 06/30/2018 Activity Summary

Beginning Balance (10/03/2017)	\$0.00
Contributions	\$96,042.63
Withdrawals	\$292.99
Realized Gain / Loss	(\$76.14)
Unrealized Gain / Loss	(\$1,236.63)
Interest	\$0.00
Dividend / Cap Gains	\$4,190.22
Ending Balance (06/30/2018)	\$98,627.09
Total Gain / Loss After Fees	\$2,584.46
TWR for 10/03/2017 to 06/30/2018	2.77

10/03/2017 To 06/30/2018 Activity Summary

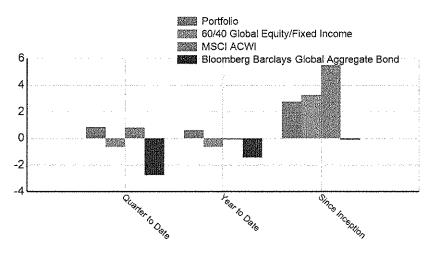
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Ending Balance (06/30/2018)	\$98,627.09
Total Gain / Loss After Fees	\$2,584.46
TWR for 10/03/2017 to 06/30/2018	2.77



As of 6/30/2018 Fiscal Year 2018

Town of Wenham OPEB Trust UA (xxxx1967) - PPS Custom NFS

Annualized Portfolio Rates of Return



Rates of Return				_	Annu	alized returns(%)
Portfolio vs. benchmarks	Inception Date	QTD (%)	YTD (%)	1 Year (%)	3 Year (%)	5 Year (%)	Since Inception (%)
Your Portfolio	10/03/2017	0.83	0,60				2.77
60/40 Global Equity/Fixed Income	10/03/2017	-0.64	-0.66	wat a la la la talita		and the second second to the	3.23
MSCI ACWI	10/03/2017	0.79	-0.13				5.49
Bloomberg Barclays Global Aggregate Bond	10/03/2017	-2.79	-1.46				-0.12
Rates of return by account				_	Annu	alized returns(%)
	Inception Date	QTD (%)	YTD (%)	1 year (%)	3 year (%)	5 year (%)	Since Inception (%)
Town of Wenham OPEB Trust UA (xxxx1967) - PPS Custom NFS	10/03/2017	0.83	0.60				2.77

Note: Returns are time-weighted and annualized for any period greater than one year. This report is incomplete without the accompanying disclosure page.

Performance History

Town of Wenham OPEB Trust UA (xxxx1967) - PPS Custom NFS

From 1/1/1900 to 6/30/2018

Since Inception as of Fiscal Year End

<u>From</u>	<u>To</u>	Time Weighted Return (%)						
			60/40 Global	Bloomberg Barclavs Global	MSCI ACWI ex	HFRI Fund of		

<u>From</u> Yearly	10	Portfolio Return	60/40 Global		Bloomberg Barclays Global	20 P #00	MSCI ACWI ex	HFRI Fund of
10/03/2017	12/31/2017	2.16	Equity/Fixed Income 3.92	MSCI ACWI 5,63	Aggregate Bond 1.36	S&P 500 6.23	USA (NR) USD 5.03	Funds Composite 2.07
01/01/2018	06/30/2018	0.60	-0.66	-0.13	-1.46	2.65	-3.77	1.02
Total		2.77	3.23	5.49	-0.12	9.05	1.07	3.11

Town of Wenham OPEB Trust UA (xxxx1967) - PPS Custom NFS

Holdings by Asset Class (Primary)	Holdings	by	Asset	Class	(Primar	V)
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Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est, Tax Cost (\$)	Principal (\$)	Principal Gain/Loss (\$)	Current Yld/Dist Rate (%)*
r dronade Date	Description:	0,	adding,	, 1,00	12.20 (2)	(74)				, , ,
Domestic Equit 10/3/2017	y Federated Strategic Value Dividend Fund Cl Institutional	SVAIX	1,959.230	5.77	11,304.76	11.46	12,512.25	11,450.00	(145.24)	3.80
10/3/2017	Alger Capital Appreciation Focus Fund CI Z	ALZFX	243.256	35.87	8,725.59	8.85	7,637.14	7,350.00	1,375.59	.00
10/3/2017	Nicholas Equity Income Fund CI I	NSEIX	330.994	20.00	6,619.88	6.71	6,842.68	6,200.00	419.88	1.90
10/3/2017	T. Rowe Price Mid-Cap Growth CH C	RPTIX	49.037	91,42	4,482.96	4.55	4,447.44	4,125.00	357.96	.00
10/3/2017	Principal Small-Mid-Cap Dividend Income Fund Institutional CI	PMDIX	190.406	17.13	3,261.65	3,31	3,324.57	3,150.00	111.65	1,51
10/3/2017	Meridian Small-Cap Growth Fund Investor Shares	MISGX	139.350	17.99	2,506.91	2.54	2,239.28	2,150.00	356.91	.00
Total Domestic	Equity	a stanta trata trata en meneto			\$36,901.75	37.42%	\$37,003.36	\$34,425.00	\$2,476.75	1.64%
International Ed	• •						0.505.77	0.077.00	(444.00)	4.50
10/3/2017	First Eagle Overseas Fund CI I	SGOIX	332.925	24.52	8,163,32	8.28	8,565,77	8,275.00	(111.68)	1.90
10/3/2017	John Hancock Funds International Growth Fund CI	GOGIX	202.885	28.16	5,713.24	5.79	5,477.14	5,450.00	263.24	.48
10/3/2017	Artisan Developing World Fund Advisor Shares	APDYX	374.951	11.88	4,454.42	4.52	4,835.08	4,675.00	(220.58)	.24
10/3/2017	Brandes International Small-Cap Equity Fund CI I	BISMX	211.841	12,45	2,637.42	2.67	3,006.86	2,800.00	(162.58)	4.88
10/3/2017	Brown Capital Management International Small Company Fund Institutional Shares	BCSFX	133.085	16,85	2,242.48	2.27	1,855.88	1,850.00	392.48	.00
Total Internatio	an ana ang kang kang at ang kang tang ang kang ang manang at ang at ang at ang at a				\$23,210.88	23.53%	\$23,740.73	\$23,050.00	\$160.88	1.39%
Domestic Bond 10/3/2017	l Guggenheim Total Return Bond Fund Institutional ∈ CI	GIBIX	400,421	26.90	10,771.32	10.92	10,842.16	10,625.00	146.32	3.05
1/22/2018	Voya Intermediate Bond CI I	IICIX	612.257	9.78	5,987.87	6.07	6,133.34	6,050.70	(62.83)	3.27
10/3/2017	Performance Trust Strategic Bond Fund	PTIAX	248.376	22.26	5,528.85	5.61	5,638.83	5,450.00	78.85	4.95
10/3/2017	PGIM Short-Term Corporate Bond Fund, Inc Cl Z	PIFZX	423.840	10.76	4,560.52	4.62	4,685.05	4,584.69	(24.17)	2.73
10/3/2017	Artisan High Income Fund Advisor Shares	APDFX	382,078	9.80	3,744,36	3.80	3,878.97	3,650.00	94,36	6.15
Total Domestic	Bond	ner i a di disseria a decimenta a inclusioni		e e e e e e e e e e e e e e e e e e e	\$30,592.93	31.02%	\$31,178.35	\$30,360.39	\$232.54	3.77%
International Bo	ond									
10/3/2017	The Hartford World Bond Fund Cl Y	HWDYX	504.911	10.72	5,412.65	5,49	5,301.23	5,300.00	112.65	.02

Portfolio Holdings

As of 6/30/2018

Town of Wenham OPEB Trust UA (xxxx1967) - PPS Custom NFS

Holdings by Asset Class (Primary	Holdings	by Asset	Class	(Primary)
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Initial Purchase Date	Description	Symbol	Quantity	Price	Value (\$)	Pct. Assets (%)	Est. Tax Cost (\$)	Principal (\$)	Principal Gain/Loss (\$)	Current Yld/Dist Rate (%)*	
International B 10/3/2017	iond Templeton Global Total Return Fund Class Advisor	TTRZX	192.463	11.60	2,232.57	2.26	2,363.74	2,300.00	(67.43)	4.22	
Total Internation					\$7,645.22	7.75%	\$7,664.97	\$7,600.00	\$45.22	1.25%	
Cash and Equi	ivalents Fidelity Govt Money Market Capital Reserves Cl	FZAXX	276.310	1.00	276.31	.28	276.31	274.98	1.33	.86	
Total Cash and	ł Equivalents		and an area of the second of t	e va e	\$276.31	,28%	\$276.31	\$274.98	\$1.33	.86%	
Total Portfolio					\$98,627.09	100%	\$99,863.72	\$95,710.37	\$2,916.73	2.21%	

Fiscal Year End

Risk Metrics

Fiscal Year End

As of

No Data

Risk vs. Return

As of

Fiscal Year 2018

No Data

Risk vs. Return

As of

Fiscal Year 2018

No Data

Disclaimer

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Position and account values shown are based on trade date and do not necessarily reflect actual current market prices or the value you would receive upon sale of such assets. Fixed income securities do not account for cost basis adjustments associated with holding these securities. The investment return and principal value of an investment will fluctuate, so an investor's shares, when redeemed, may be worth more or less than their original cost. Certain assets may be illiquid and unavailable for sale at any price. There is no assurance that your investment objective will be attained.

An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC") or any other governmental agency; although the fund seeks to preserve the value of the investment at \$1 per share, it is possible to lose money. Non-bank deposit investments are not FDIC- or NCUA-insured, are not guaranteed by the bank/financial institution, and are subject to risk, including loss of principal invested.

*"Current yield", if reflected in this report, is the percentage of interest (bonds) or dividends (stocks) that the security is yielding based on the security's current price. It is calculated by dividing a bond's current interest rate, or a stock's dividends paid over the prior 12 months, by the current market price of the security as of the date of this statement. Current yield, if reflected in this report, is provided for informational or illustrative purposes only and is not an accurate reflection of the actual return an investor will receive because bond and stock prices are constantly changing due to market factors. "Distribution rate" applies to securities that are not listed or traded on a national securities exchange (i.e., nontraded real estate investment programs). Distribution rates and payments are not guaranteed and may be modified at the program's discretion. Distributions may consist of return of principal (including offering proceeds) or borrowings. A breakdown of the distribution components and the time period during which they have been funded from return of principal, borrowings, or any sources other than cash flow from investment or operations can be found in your tax forms, which the sponsor will provide. When distributions include a return of principal, the program will have less money to invest, which may lower its overall return. When distributions include borrowings, the distribution rate may not be sustainable. Please refer to the relevant prospectus or offering memorandum for additional information and disclosures about the nature of and potential source of funds for distributions relating to nontraded securities.

All returns are shown net of fees unless otherwise indicated. Commonwealth relies upon data, formulas, and software to calculate the performance of portfolios. Periodic software enhancements may possibly cause inconsistencies with some performance calculations. Please notify your advisor if you have reason to believe calculations are incorrect to help ensure proper performance calculations going forward.

Certain assets listed in this report (identified as "Additional Assets" or "Advisor Manually Entered Account(s)") may not be held through Commonwealth and may not be covered by SIPC. Such assets are not subject to fee billing and are excluded from account performance calculations. Descriptions and valuations of Additional Assets or Advisor Manually Entered Account(s) are based upon information provided by you (or by a third party acting on your behalf) to your advisor, have not been verified by Commonwealth, and may not be accurate or current. The "unknown" label located in the value field indicates that no current value for the holding(s) has been able to be obtained. If you have a custodial statement indicating the current value, and wish to see it listed on future reports, please provide it to your advisor.

Blended benchmark returns are composed of individual index data and index composition may change over time. All indices are unmanaged and it is not possible to invest directly in an index or blended benchmark. Unlike investments, indices and blended benchmarks do not incur management fees, charges, or expenses.

60/40 Global Equity/Fixed Income - 60.00% MSCI ACWI; 40.00% Bloomberg Barclays Global Aggregate Bond - Rebalance annually.

MSCI ACWI - The MSCI ACWI Index is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of Developed and Emerging Markets. (Total Return Gross)

Bloomberg Barclays Global Aggregate Bond - Bloomberg Barclays Global Aggregate Bond index provides a broadbased measure of the global investment grade fixed-rate debt markets. It is comprised of the U.S. Aggregate, Pan-European Aggregate, and the Asian-Pacific Aggregate Indexes. It also includes a wide range of standard and customized sub-indices by liquidity constraint, sector, quality and maturity.

S&P 500 - The S&P 500 is based on the average performance of the 500 industrial stocks monitored by Standard & Poor's.

MSCI ACWI ex USA (NR) USD - The MSCI ACWI ex USA (NR) USD is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of Developed and Emerging Markets. The MSCI ACWI ex USA does not include the United States. (Net Return)

HFRI Fund of Funds Composite - The HFRI Fund of Funds Composite index invests in a portfolio of hedge funds. Fund of Funds invest with multiple managers through funds or managed accounts. The strategy designs a diversified portfolio of managers with the objective of significantly lowering the risk (volatility) of investing with an individual manager. The Fund of Funds manager has discretion in choosing which strategies to invest in for the portfolio. A manager may allocate funds to numerous managers within a single strategy, or with numerous managers in multiple strategies.



TOWN OF WENHAM OPEB TRUST

Page 1 of 1 FISCAL YEAR 2018 SUMMARY

UNREALIZED GAIN/LOSS:

JUNE 30, 2018 STATEMENT VALUE:

(\$1,236.62) \$98,526.29

		FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018	FY 2018
ACCOUNT NUMBER	FUND NAME	BEGINNING MARKET VALUE	BEGINNING PRINCIPAL	BEGINNING EARNINGS	NET INCOME	REALIZED GAIN/LOSS	NET EARNINGS	TRANSFERS OF PRINCIPAL	TRANSFERS OF EARNINGS	ENDING PRINCIPAL	ENDING EARNINGS	ENDING CASH VALUE	CHANGE IN UNREALIZED GAIN/LOSS	UNREALIZED GAIN/LOSS	ENDING MARKET VALUE
	OPEB FUNDS														
	OPEB TRUST	\$0,00	\$0.00	\$0.00	\$3,796.42	(\$76.14)	\$3,720.28	\$90,000.00	\$6,042.63	\$90,000.00	\$9,762.91	\$99,762.91	(\$1,236.62)	(\$1,236.62)	\$98,526.29
	SUBTOTALS	\$0.00	\$0.00	\$0.00	\$3,796.42	(\$76.14)	\$3,720.28	\$90,000.00	\$6,042.63	\$90,000.00	\$9,762.91	\$99,762.91	(\$1,236.62)	(\$1,236.62) \$98,526.29
	GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$3,796.42	(\$76.14)	\$3,720.28	\$90,000.00	\$6,042.63	\$90,000.00	\$9,762.91	\$99,762.91	(\$1,236.62)	(\$1,236.62) \$98,526.29
		Securities and ad	visory services off	ered through Co	mmonwealth Fi	nancial Network	k, Member FIN	IRA/SIPC, a Reg	stered Investment	Adviser. Past per	formance is no	guarantee of futur	e results.		
													CUR	RENT ACCRUAL	: \$0.00
													TRANS	FER IN TRANSIT	: \$0,00

TOWN OF WENHAM OPEB TRUST INVESTMENT POLICY STATEMENT

Approved by: Board of Selectmen Effective on: August 1, 2017

The primary purpose of this Investment Policy Statement (the "IPS") is to provide a clear understanding regarding the Town of Wenham (the "Town") OPEB Trust's (the "Trust") investment objectives, performance goals, and risk tolerance.

A. Scope

This IPS applies to all funds that are separately designated as long-term OPEB funds for the Town or any of its separately identified enterprises. Any additional contributions to the Trust will be maintained in the same manner.

B. Authority

Massachusetts General Law Chapter 32B, Section 20 allows a city, town, district, county or municipal lighting plant to set up a special trust fund, the Other Post Employment Benefits (OPEB) Liability Trust Fund. The governmental unit's treasurer is the custodian of the fund or in the case of a light plant, an officer designated by the board. Investment of fund monies by the custodian must be consistent with the prudent person standard set forth in Massachusetts General Law Chapter 203C for private trust funds. Interest earned on the investment of fund monies belongs to the fund.

C. Diversification

The following asset classes can be included in the Trust in order to construct a diversified investment portfolio that is both prudent and appropriate given the Town's actuarial assumed discount rate, target rate of return, investment objective, and risk tolerance. The investment parameters and asset allocation definitions that will govern the Investment Manager of the diversified portfolio are included in the addendums to this IPS.

Equities

The primary objective of the Trust's equity allocation is to provide long-term total returns that are, at a minimum, consistent with appropriate broad market indexes through full market cycles.

The Investment Manager of the diversified portfolio can purchase and manage the equity allocation using individual equities, such as domestic common stocks, preferred stocks, and/or American-Depository Receipts (ADRs).

The Investment Manager can also utilize other investments such as, mutual funds, exchange traded funds, closed-end funds, etc. Total equity exposure is able to include, both domestic and international equities, both developed and emerging countries and geographic regions, as well as large-, mid-, and small-market capitalization weighted companies. Direct holdings of common stock, preferred stock, and/or ADRs in any one company should not exceed 5% of the market value of the invested portfolio.

Investing directly in real estate, private placements, letter stock, or initial public offerings is strictly prohibited. The Investment Manager of the diversified portfolio shall not engage directly in margin transactions, short sales, or any other leveraged or inverse investment vehicles. Mutual funds, exchange-traded funds, and closed-end funds, however, may engage in margin, leverage, and/or short sales. Investing directly in unit-investment trusts (UITs) and business development companies (BDCs) are strictly prohibited.

Fixed Income

The primary objectives of the Trust's fixed income allocation are to preserve capital and generate a reasonable level of cash flow. The secondary objective is to provide price returns that exhibit lower correlation to the broad global equity markets in order to reduce the overall risk of the portfolio.

The Investment Manager of the diversified portfolio can purchase and manage the fixed income allocation using individual bonds that are United States Dollar denominated only. Issuer selection can include domestic corporate bonds and any obligations of the United States Government and/or its agencies.

The Investment Manager can also utilize other investment vehicles such as, mutual funds, exchange traded funds, closed-end funds, etc. Total fixed income exposure is able to include, both domestic and international bonds, both developed and emerging countries and geographic regions. Direct holdings of individual corporate bonds in any one company should not exceed 5% of the market value of the invested portfolio; however, this is not applicable to the United States Government and/or its agencies. Lower-quality investments may only be held through diversified vehicles, such as mutual funds or exchange-traded funds.

Investing directly in real estate, mortgages, collateral or non-collateral loans, private placements, fixed income or interest rate futures, or any other specialized fixed income ventures is strictly prohibited. Investing directly in unit-investment trusts (UITs) and business development companies (BDCs) are strictly prohibited.

Alternative Investments

The primary objective of the Trust's alternative allocation is to provide long-term capital appreciation that is less correlated to broad global equity and fixed income indexes.

The Investment Manager of the diversified portfolio can only purchase those strategies that are deemed to be alternative through daily-liquid diversified investment vehicles such as, mutual funds, exchange-traded funds, closed-end funds, etc.

Investing directly in unit-investment trusts (UITs) and business development companies (BDCs) are strictly prohibited.

Cash and Cash Equivalents

Cash will be maintained to provide periodic cash distributions, if and when necessary. Cash will not normally be held as a strategic investment asset, although the Investment Manager may seek to allow cash to build to the maximum level in times of market uncertainty.

D. Specific Risks

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The Town will manage credit risk several ways. There will be no limit to the amount of United States Treasury and United States Government Agency obligations.

In regards to fixed-income investments, the Town will only purchase investment grade securities. Lower-quality investments may only be held through diversified vehicles, such as mutual funds or exchange-traded funds. Investments in fixed income securities will be made primarily for income and capital preservation.

Custodial Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

The Town will review the financial institution's financial statements and the background of the sales representative. The intent of this qualification is to limit the Town's exposure to only those institutions with a proven financial strength, Capital adequacy of the firm, and overall affirmative reputation in the municipal industry.

Further, all securities not held directly by the Town, will be held in the Town's name and tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer.

The Town will minimize Concentration of Credit Risk by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized. As stated above, securities of a single corporate issuer (with the exception of the United States Government and its Agencies) will not exceed 5% of the portfolio value.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment.

The Town will manage interest rate risk by managing duration, as a measure of interest rate sensitivity, in the Trust.

Foreign Currency Risk

Foreign currency risk is the risk that changes in foreign monetary exchange rates will adversely affect the fair value of an investment or a deposit.

The Town will, as much as feasible, mitigate foreign currency risk.

E. Standards of Care

The standard of prudence to be used by the Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio. The Treasurer acting in accordance with written procedures and this IPS, and exercising reasonable due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided the purchases and sale of securities is carried out in accordance with the terms of this IPS.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

In addition, this section would also apply to M.G.L. Chapter 44 Section 55A which refers to the liability of the Treasurer for losses due to bankruptcy.

F. Ethics

The Treasurer and Assistant Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. The Treasurer shall disclose to the Town Manager any material financial interest in financial institutions that do business with the Town. They shall also disclose any large personal financial investment positions or loans that could be related to the performance of the Town's investments.

G. Relationship with Financial Institutions

Financial institutions should be selected first and foremost with regard to their financial soundness and stability. Brokers should be recognized, reputable dealers. All cash and securities shall be held in either a bank that is allowable for the deposit of public funds, provided funds on deposit are insured by the Federal Deposit Insurance Corporation (FDIC), or in an Investment Brokerage Account that is insured by the Securities Investor Protection Corporation (SIPC). If a banking institution is selected as manager, the Town will subscribe to Veribanc[®], a recognized bank rating service.

The Treasurer shall require any brokerage houses and broker/dealers, wishing to do business with the Town, to supply the following information to the Treasurer:

Annual financial statements

- If acting as a Registered Investment Adviser, Form ADV Part II report
- Errors & Omissions insurance amounting to, at a minimum, the total fair market value of the Trust Funds Portfolio.
- · A statement that the Advisor has read the Town's IPS and will comply with it on an annual basis
- Annual review all advisors through www.finra.org: Broker Check

H. Reporting Requirements

On a quarterly basis, a report containing the following information will be prepared by the Treasurer and distributed to the Town Manager, as appropriate. The quarterly report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this IPS.
- A summary of the income earned on a monthly basis and year-to-date basis shall be reported.
- The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the Town's cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in the IPS.

I. Performance Measurement and Evaluation

- The individual and custom benchmarks that will be monitored for performance reporting and analysis of the Trust's portfolio are stated and described in the addendums to this IPS.
- It is expected that the respective asset classes of the Trust's diversified portfolio will outperform their respective benchmarks, net of fees and expenses, on a long term (market cycle) basis.

K. Supervision

- The Treasurer will meet with the investment manager(s) as frequently as semi-annually to monitor the performance of the funds and the investment manager(s) compliance with these guidelines. The Treasurer will receive and review portfolio management reports quarterly.
- The Treasurer will review this Investment Policy Statement at least once a year to ensure that it remains appropriate and complete.
- The Treasurer has the option to put the management of funds out for bid periodically, and may consider such option not less frequently than every five years, through a request for information, request for proposal, or similar process as required by law or town policy.

L. Legal References

- Massachusetts General Law Chapter 32B, Section 20
- Massachusetts General Law Chapter 203C, Section 1 through 11

I USLE A. DAMM, Treasurer of the Town of Wenham have reviewed this IPS and will manage the Town's OPEB Trust under my control in accordance with this IPS and any attached Addendums.

Treasurer's Signature

Treasurer's Printed Name

August 1, 2017

Date

ADDENDUM #1 INVESTMENT PARAMETERS

The information contained herein shall dictate the long-term asset allocation targets as well as minimum and maximum parameters, when applicable, that will govern the management of the investable portion of the Trust. The methodology for determining specific security and investment strategy definitions is detailed in Addendum #2.

Category	Min	Target	Max
Equity	35%	60%	75%
Domestic Equity	20%	40%	50%
International Equity	5%	20%	30%
Preferred Equity	0%	0%	10%
Balanced	0%	0%	10%
Fixed Income	25%	40%	65%
Domestic Bonds	20%	30%	50%
International Bonds	0%	10%	20%
Alternatives	0%	0%	0%
Cash	0%	0%	10%
Total	Such data New	100%	Lade Sales State

Treasurer's Signature

August 1, 2017

Date

ADDENDUM #2 ASSET ALLOCATION DEFINITIONS

Asset Class	Asset Category		gstar Category
		Large-Cap Blend	Energy
		Large-Cap Growth	Financial
		Large-Cap Value	Healthcare
	Large Cap	Communications	Industrials
		Consumer Cyclical	Technology
		Consumer Defensive	Utilities
Domestic Equity		Consumer Staples	Miscellaneous Sector
		Mid-Cap Blend	Mid-Cap Value
	Mid Cap	Mid-Cap Growth	•
		Small-Cap Blend	Small-Cap Value
	Small Cap	Small-Cap Growth	•
	Preferred Equity	Preferred Stock	
		Foreign Large-Cap Blend	Foreign Small/Mid Blend
		Foreign Large-Cap Growth	Foreign Small/Mid Growth
	Developed	Foreign Large-Cap Value	Foreign Small/Mid Value
	2010ipod	World Stock	Japan
International Equity		Europe	oupun.
miterinational Educy		Emerging Markets	Pacific/Asia
		India	Pacific/Asia ex-Japan
	Emerging Markets	Latin America	Miscellaneous Region
		China	Miscendicous region
		Aggressive Allocation	World Allocation
		Moderate Allocation	Target Date
Balanced	Balanced		Retirement Income
		Conservative Allocation	Retrement income
		Tactical Allocation	35 - 333 - 355 - 35
		Corporate Bond	Muni National Intermediate
		Inflation Protected Bond	Muni National Long-Term
		Intermediate Gov't Bond	Muni National Short-Term
	Investment Grade	Intermediate Term Bond	Muni Single State
Domestic Bond		Long-Term Bond	Short-Term Bond
201100110		Long-Term Gov't	Short-Term Gov't Bond
		Stable Value	Ultrashort Bond
	Multisector	Multisector Bond	
	High Yield	High-Yield Bond	Bank Loans
	right field	High-Yield Muni	
International Bond	World Bond	World Bond	
Bitchianonai Donu	Emerging Markets Bond	Emerging Markets Bond	
	Consister Altomatica	Long/Short Equity	Market Neutral
•	Equity Alternatives	Private Equity	
	Bond Alternatives	Nontraditional Bond	
	D-17-lute	Real Estate	Global Real Estate
4.6	Real Estate	Direct Property	
Alternatives	Managed Futures	Managed Futures	Currency
		Arbitrage	Precious Metals
,	0.7 42: 22	Hedge Funds	Commodities
<i>f</i>	Other Alternatives	Multi-Alternative	Natural Resources
/	V)	Trading/Tactical	Bear Market
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ADDENDUM #3 PERFORMANCE REPORTING

The information contained herein shall dictate the individual and blended benchmark(s), when applicable, to be utilized in monitoring the performance of the investable assets of the Trust.

Category	Index	Percentage
Equity	MSCI AC World Index	60%
Domestic Equity		
International Equity	metho su	
Preferred Equity		
Balanced		
Fixed Income	Barclays Capital Global Aggregate Bond	40%
Domestic Bonds		
International Bonds	product.	
Alternatives		
Cash	parasi ser	
Total		100%

Treasurer's Signature

Date

CLIENT REFERENCE LIST

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97 Mariborough, City of	Brian Doheny	509.460.3731	√		Agentum for Wilder an account of	mbrost Wilson Will con-	CALLEGE CONTRACTOR CON
98 Manshield, Town of	Patrick Dello Russo	781-834-5544					
99 Mattapoisett, Town of	Brenda A. Herbeck	508-758-4100 978-897-1365	sin es acciones comunicado	panan g asa	9/3513000006.09/2/2/2/2/	austrianteronteri	ensen falskrigerforett
100 Maynard, Town of	Cheryl Kano						



CLIENT REFERENCE LIST

Cities & Towns	Conlact	Phone	Legal List	OPEB	Prudent	General	Light Dec
101. bledield: Tawa d	Georgia Colivos	<i>Number</i> 508906-3017		Trusts	Investors	Funds	
1D1 Microse, City of	Annur Flavo	781-979-4162					%050/45#A
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110 Morteque Town of	Eileen Seymour	41,1863,7200					ZENGENERA
111 Natick, Town of	Stephen Price	508-647-6427		Hananahalan √	ndizati.xaneza	urotrytelike/kil	eszonneta
112 Needsam, Town of	Evolvn M. Poness	781-455-7504	reng i rang	Nersiaanne	nietzeniseze	Januar Katakas	
113 New Salem Town of	Gabriele Voelker	978 575 9964	one of X enders		1155 146 NOI 1112	SIGELSTRAGITORIS	cessationes
114 Newbury, Town of	Diene Dove	978-466-0962				KATANTAN TAN	HERRINING S
115 Newburyport, Oily of	Julie Lengujarki	978-408-4415	√ V	on and the second	sammasuspruts J	Alvegoransota	usen kestkelishti
116 North Adams City of	Beverly Cooper	413 672 0000	organización de la companiente de la c	EUASHES IV	and some and see	OTHER PROPERTY.	ialanana.
17 North Attleborough, Town of	Christopher Sweet	500 699 0114	√	√ √	n freis) es frieix feit feit feit	J	paed tresent in this for
18 North Reading, Town d	Maryann MacKey	975-664-6020		anai v anei			
119 Northampton, City of	Kristne Bissell	413-587-1298	enneticko zatenenia	enconsistente de la constante d La constante de la constante d		EDITECTORISME	casiciscissicioni
12D Northborough, Town of	June Hubbard-Ward	508-393-5045		in okeanan	salarai eleksai	s Résorbasio	almazidaki
121 Northbridge, Town of	Julie Harris	508 231 5432	A A DESAUTA SERVICIONES.	annanan Annanan J	N-15-119 (Auto-O-Gureshilde)	ARRIBERTATION CONTROL	PISTERNATURE CONTRACTOR
22 Notion, Town of	Catherine VanDyne	508-285-0220					
24 Nowbod Town of	Mark Good	781-762-1240	KHIMINI SALAHAN	ann adimentan	reseason contractive	matering in the second	alistriki ininirenia
24 Cakham, Town of		506-882-5549					
123 Orenge; Town of	Gabriele Voelker	978-544-1100	sioneen particularies	2014/02/2014/02/2014/02/	voetaenensa America is ora	INTERVALUE IN ASSESSED.	um o transfer
26 Oleans Town of	Scott Walker	508-240-3700					racyres and r
127 Oxford, Town of	Care Wison	508-987-6038	oenaseraterinis √		ricentrales de la contrales de La contrales de la contrales de	erenaminatis estable	waskinasila (heesita)
28 Pamer Town or	linda Si Come	413 283 2600				GARAGUAISE	
29 Paxion, Town of	Deirdre Malone	500-790-7347	4	Wear Leader Robbert Salana	: X4::: X 220 C33 04 82: 4 4 82:	in is the first of the survey of the	-Servician Principles (
30 Petham, Town of	June Massee	413-253-2267			TENENTE E		THE RESIDE
31 Perebroke, Town of	Kathleen McCarthy	781 293 3893	√	J		m.secheloras-elebers	
32 Pepperell, Town of	Debbie Noter	978-433-0337					in Kuren
33 Petersham Town of	Dane C. Robinson	978-544-0026	A solution to the second	Court of general Section (Court	Salar Includio (incluigible angle	tudurti serepesareninis u	to duality in equal type of leaving
34 Plympion, Town of	Colleen Modin	781 585 0409			ANGHABHABHAB	可然使动物阻断	
(35 Princeton, Town of	James Dunhar	978 464 2105	V	J		- 40 A # Torkers 7 am Ser A to 4 colle.	on and the real defend Wheel
36 Provincelown, Town of	Alexander N. Williams	500-487-7000	4	and deal	adamanasana	ninka hazaka	Resignation of
37 Quincy, City of	Deborah C. Coughán	617-375-1090	√	J	dende recommendation de train	fert manuar reprima had respirate	herota XI no med trade co
as Randolph, Town of	Jean Richard	781-961-0000	lan J ames		MANGALIMA		
39 Raynham, Town of	Michael King	500-824-2702	miliani manana kanasani	er, evalues tadigitalis	ver and evera recoloration (164)	- u - magazyetya kit ki ki ki k	roscontractivide (491)
40 Rochester, Town of	Cyrillia L Mello	508-783-3871	J				
41 Rockport, Town of	Carrie Arnaud	978-546-6648	arrabangukan	conservation and the second of the Second	AND CONTRACTOR CALLS	and the second second	nonalis elistati 2012
42 Rowley Town of	Karan Summit	978 948 2031	7				
43 Rufland, Town of	Rehecca I. Turtle	500 006 4103	A STATE OF THE PARTY OF THE PAR	1	North Street and Control of Control		and the second of the second of the second
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(46 Sandwich, Town of	William Jenskings	506 888 6508					
47 Saugus, Town of	Wendy Hatch	761 231 4140	anierana.	out e.m. it to het his	nonenno anti Stratisti	- ,	
48 Seekonk, Town of	Christine N. DeForries	508-338-2972					
144 Sharon, Town of	Lisa Clark	781-784-1500	V	realistanti Amazoity di	and the second s	ng meraga masa di dikebah	entag takeing seribedi i
50 Sherborn, Town of	Hed Dovic	508-051-7859		100 March 200 PM	3916315 (21.05485658)	Charles Selected and Charles	0.0000000000000000000000000000000000000

Cities & Towns	Contact	Phone	Legal List	OPEB	Prudent	General	Light Dept
		Number	Legal List	Trusts	Investors	Funds	Light U-pt
151 Shirley, Town of 152 Shrewsbury, Town of	Lisa Gibbons Laurie Gaudet	978-425-2600 508-841-8510	venerapastion:	erceo× r eces	#E5001801540-195	andreas de la company	alsonerio x eriores
153 Shutesbury, Town of	Gabriele Voelker	413-259-1801					PERMIT
154 South Hadley, Town of	Donna Whiteley	413-538-5017	an Vine	v V			,
155 Southampton, Town of	Jennifer Day	413-527-4920	V	V	· · · · · · · · · · · · · · · · · · ·	*****************	ami And Colonial State Liverida
156 Southborough, Town of	Brien P. Ballantine	508-485-0710	¥.	V,	v V		
157 Southbridge, Town of	Melinda Ernst-Fournier	508-764-5401	√ denteraleg r ecessess	√ Karenan		DOTERNA SA PARA	SENTENCE ERREITAGE
158 Southwick, Town of 159 Spencer, Town of	Michelle Hill Susan Lacaire	413-569-5504 508-885-7500					
160 Starting, Town of	Victoria Smith	978-422-8111	rei v als	iaiala u tatai			
161 Stoughton, Town of	Paula Nute	781-341-3154		onana. √	economical artenda	e delimina del Profe	Erashan (*Cadistra
162 Stow, Town of	Pamela Landry	978-897-2834	Ú.				
163 Sturbridge, Town of	Barbara A. Barry	508-347-2509	√	✓	ener over erveer versternen er		mana and and a second and a second
164 Sudbury, Town of	Dennis Kechane	978-443-8891				V	andragaen
165 Sunderland, Town of	Susan Warriner	413-665-1444	2000 7 100 0		1011129888110E	NO ESPERANTO	988688899999
166 Sutton, Town of 167 Taunton, City of	Lisa M. Troast Barbara A. Auger	508-865-8726 508-821-1057		nese n nesee	MARISTAN	Harmana	
168 Templeton, Town of	Cheryl Richardson	978-894-2764					ingilikata.
169 Topsfield, Town of	Barbara B, Michalowski	978-887-1511	itaniaita¥esiaisionin √	taramatanun √	era ette a tressenational decree	entricular susceptiva in est tra	CRUM HOSS/SCHULLER
170 Townsend, Town of	Barbara Tierney	978-597-1708	d d				
171 Tyngsborough, Town of	Jennifer Finnigan	978-743-5359		√ 	DHAMAYA EZARASA ARA	: > :	71478388548556866578881
172 Upton, Town of	Kenneth Glowacki	508-529-3737		saliz V jenič		nana an	ลลสองสราสส
173 Wales, Town of	Lynn Greene	413-245-3260	nossanoransi A	√ Pessonereenings	konsarkonsarakkasa	enskreperne	SEUGERNEHEESE
174 Walpole, Town of 175 Ware, Town of	Marilyn Thompson Maura O'Connor	508-660-7312 413-967-9648	adean a torian √	Zalika dia da √		oblikasios.	dosnicius din
175 Wareham, Town of	John Foster	508-291-3150			northern sons		CHEDADIA
177 Warwick, Town of	Beth Gilgun	978-544-3845	annerentaribente. √	randaget various en voer	1341-140348054354344	\$1\$468: 4345444(1250)	ariya seeday qaray a gaaya
178 Wayland, Town of	Zoe Pierce	508-358-3633				4	
179 Webster, Town of	James Chauvin	508-949-3800	√ enemasistra	RIKENNY#MEN	s reces es asservaciones en	renametrarica a torcer	Man Material Sea of Street S
180 Wenham, Town of	Leslie Davidson	978-468-5520					
181 West Bridgewater, Town of 182 West Springfeld, Town of	Scott Golder Kathleen O'Brien Moore	508-894-1204 413-263-3004	onelet i	onaranganas Canaranganas	Minister and a	iangenara	etuenkenkenke.
183 Westford, Town of	Christine Collins	978-692-5506	7 × 100 × 1		inginerheizins		
184 Westminster, Town of	Melody Smith	978-874-7403			ligane salah m	Mailtean Said	(Fallen) (A)
185 Weston, Town of	Peter Forcellese	781-786-5070	19/10/2014 19:00:00	1	4-0-00-00-00-00-00-00-00-00-00-00-00-00-	erinterarioren interiorio.	ALII (142) MENTEN (1
186 Westport, Town of	Brad Brightman	508-636-1007		V			despurseurs
187 Westwood, Town of	James Gavin	781-326-4962	√ «passarayonospara	manakanan keritakki		STOREWICK STREET	energen verkaanst
188 Whately, Town of	Lynn Sibley	413-665-4400		enstr y aniai	adhighdi		âkeausinik
189 Whitman, Town of 190 Wilmington, Town of	Mary Beth Carter Pamela MacKenzie	781-618-9731 978-658-3531				omiczeszyusse Majoritania	
191 Winchendon, Town of	Donna Spellman	978-297-0152	sheishishanashira J	someresineni J		DVSBANGAKKAMI	9547203529666124
192 Windsor, Town of	Rebecca Herzog	413-628-4441					
193 Woburn, Town of	Timothy J. Donovan	781-897-5813		1	The street was at the part of	W/11/11/12/12/14/14/14/14/14/14/14/14/14/14/14/14/14/	oth Arreland Market Market of
194 Worcester, City of	Sandra Flynn	608-799-1147					



CLIENT REFERENCE LIST

Water, Fire, Sewer & Pollutio		Phone	Legal List	OPEB Trusts	Prudent	General Fu
Control Districts & Authoritie 1 Barnstable Fire District	Rick Buffington	Number 508-362-6498			Investors	
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2 Bourne Water District	Nancy Ward	508-563-2294	kandensiasaa	lenssemben benset		racifeilichteilich
3 Boylston Water District	James F. Goulet	508-753-4689		STATES STATES OF	SS STORES IN TRUES	
4 Charles River Pollution Control Distric	WASHINGTON OUTSING THE STANDARD OF STREET, STANDARD	508-533-6762	ienieconomina	ersoneradoral		air reigidhaigh
5 C.O.M.M. Fire District	Judy Sprague	508-790-2395		etosoponicas	rangarayayayay	
6 Dartmouth Fire District #1	John D. Foster	508-996-1596				
7 Dartmouth Fire District #3	Joan Brennan	508-994-4510			owwerensorsket	THE PROPERTY OF THE PROPERTY O
8 Grafton Water District	Wendy Graves	508-839-2302		erienasian erien	ukuukubussi	
9 Hillcrest Sewer District	Debra Wilson	508-864-4119	√ GEOGRAFISASINI S ONASINASI	RUMERRASCHERMA	ICEOPOCETREDESED	reneration company of the contract of the cont
10 Leicester Water Supply District	DebbieWilson	508-892-7585	in Sha il jan in		waturnysang	
11 North Chelmsford Water District	Daysha Morell	978-251-3931	roumorumorumor	auguangraparan	LETE A COURT OF THE SECOND	orana and a markan
12 Onset Fire District	Mary McCoy	508-295-6090	hiotherick rifesia	and med x entral		ninghilisadin
13 Oxford Rochdale Sewer District	Debbie Wilson	508-892-9549	essociation participation (n <i>konskeraenari</i> et	oleggip copyreggistate et lycr
14 Seekonk Water District	Brian J. LaSalle	401-723-5103		almielebendeng		cacallinanika
15 Springfield Water & Sewer Commissi	et et ettette et en en en ettette et ettette et ettette et ettett	413-452-1314		√ Karusuun dareen kas	Madra Blancasor	SEED OF THE SE
16 Stoughten Redevelopment Authority	Forrest Lindwall	781-341-1300	nangunakan	iji danga balanga	utaraina X ileisi	nenstalaulu.
17 Sudbury Water District	Thomas Travers	978-443-9406	enskreiningski	rovnisaviristi vitorise is	Ditumpaminin)	evero expressor esterno
18 West Boylston Water District	Heather Isaacs	508-753-4689	gajikat √ esti		(ii) (ii) (ii) (ii)	
Regional School Districts	Contact	Phone	Legal List	OPEB Trusts	Prudent	General Ful
		Number			Investors	
1 Actor-Boxborough RSD	Margarel M. Denneh	PRINCIPLE PROJECT AND	nnaestastawasiya	EKILI (BOS EGE ONERA SATS	ARCHER HARRISTE STREET	KASTERT STORT SANSKAT SLABSTAN
2 Assabet Valley RVSD	Peter Zona	508-263-9663		alia danada		งเราะเทียกระเทีย
3 Bridgewater-Raynham RSD	Thomas Connolly	508-824-0333	: 0155092859859505051515	erenerowali seculi	PERSONAL PROPERTY COLUMN	INDENSTRUKSION OF LANDRICK
4 Frontier RSD	Paula Light	413-665-1155				
5 Greater Lawrence RVTSD	Gerry DiStefano	781-338-7326	PATAPETRIKAN PRINCING	29171K#302122#87#GR18251	THE STATE OF THE SECOND PROPERTY.	STEEL ST
5 Mohawk Trail RSD	Angelina Bragdon	413-625-0192	habiay cart		anatilasilisi	ata dan da Vaka
7 Narragansett RSD	Tammy Coller	978-939-5661	orecompaniera de la companiera de la co	mercencentriscoperectoris	VARGO DARAN SANDAGA	namanenametekana
8 Nashoba Valley THS	Timothy Harrison	978-692-4711				
9 Silver Lake RSD	Jason Fraser	781-585-4313	perce Circle to Michigan (consumo)	силилитен г онии	ranti iyasa iya sanasa a	0.564034.0044.0044.524.034
10 South Middlesex RVSD	Jack Keating	508-879-6564				
11 Wachusett RSD	James Dunbar	508-829-1670	ESSESSESSESSESSESSESSESSES		versuseerne en sa	
12 Whitman-Hanson RSD	David Leary	781-618-7499				
13 Whittier RVTHS	Amy Pocsik	978-373-4101	AND MERITAGE AND SECURIOR		NAME OF THE OWNER OF THE OWNER,	ini ikesihatka muntaemaina
Collaboratives	Contact	Phone	Legal List	OPEB Trusts	Prudent	General Ful
		Number			Investors	
1 ACCEPT Education Collaborative	Jack Keating	508-879-6564		nemminemmenemmen	nergenerativiste	ONT LESS CONTRACTORS CONTRACTO
2 CREST Collaborative	Jim Williams	978-685-3000		talina √ jenie		
3 Education Cooperative	Robert Hilliard	781-326-2473	PETTERS NEW PROPERTY CONTRACTOR	vavosamene waarii zeaan	A A LE PORTE A PRESENTATION	merenenenen en en en
4 Nashoba Associated Boards of Healt	h Teresa Counihan	978-425-6675	nteret¶abet		192077 192044	ngsufficialistifii
Public Libraries	Contact	Phone	Legal List	OPEB Trusts	Prudent	General Fu
		Number			Investors	
1 Groveland Public Library	Barbara Gauvin	978-374-4249	- 	SOSSIASIASI SOSSI SIMBOOSION	716290333333333343744	nantakan engan
2 Milton Public Library	John Folcarelli	617-698-5757			nericishin	
3 Worcester Public Library	Geralyn Walsh	508-799-1147	20115002211212121222	- A C	√ 	*******************************
Non-Profit Organizations	Contact	Phone	Legal List	OPEB Trusts	Prudent	General Ful
		Number			Investors	
1 Littleton Scholarship Trust	John F. Boroski	978-540-2450	dernichtettettetene	AMINOS NOS POSPONATI		ORGANIZARIAN MARATIOTESTO
2 MA Association of Assessing Officen	s Robert Ellia	774-249-8625			J	

All municipal clients are asked for permission to appear on this reference list. The above clients have agreed to participate. It is not known whether the listed clients approve or disapprove of Bartholomew & Company, its advisors, Commonwealth Financial Network or the financial/advisory services provided



Massachusetts General Laws: Ch. 44, §54

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE VII. CITIES, TOWNS AND DISTRICTS

CHAPTER 44. MUNICPAL FINANCE

MISCELLANEOUS PROVISIONS

Chapter 44. Section 54. Investment of trust funds

Section 54. Trust funds, including cemetery perpetual care funds, unless otherwise provided or directed by the donor thereof, shall be placed at interest in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested by cities or towns in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in shares or savings deposits of federal savings and loan associations doing business in the commonwealth to an amount not exceeding one hundred thousand dollars, or in bonds or notes which are legal investments for savings banks. Cities and towns having such funds in the custody of the treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen per cent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half per cent of such funds be invested in the stock of any one bank or insurance company. This section shall not apply to the city of Boston.

http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section54



Massachusetts General Laws: Ch. 44, §55

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE VII. CITIES, TOWNS AND DISTRICTS

CHAPTER 44. MUNICPAL FINANCE

MISCELLANEOUS PROVISIONS

Chapter 44. Section 55. Public funds on deposit; limitations; investments

Section 55. A city, town, or district or regional school district shall not at any one time have on deposit in a bank or trust company or banking company an amount exceeding sixty per cent of the capital and surplus of such bank or trust company or banking company, unless satisfactory security is given to it by such bank or trust company or banking company for such excess. The treasurer of any city, town, district or regional school district shall not deposit funds for which he is accountable in any bank, trust company or banking company with which such treasurer is associated as an officer or employee or has been associated as an officer or employee at any time during the three years immediately preceding the date of any such deposit. For the purpose of paying the principal or interest due on any bond, note or other obligation of the city of Boston, which is payable or requested to be paid in the city of New York, the city of Boston may keep on deposit in any national bank or trust company in the city of New York a sum not exceeding in the aggregate twenty-five thousand dollars; provided, that for a period of two weeks prior to the date of any such payment or payments, said amount may be increased by a sum or sums sufficient to cover the same. A treasurer of a city, town, district or regional school district may invest such portion of revenue cash as he shall deem not required to pay expenses until such cash is available and all or any part of the proceeds from the issue of bonds or notes, prior to their application to the payment of liabilities incurred for the purposes for which the bonds or notes were authorized, in term deposits or certificates of deposit, in trust companies, national banks, savings banks, banking companies or cooperative banks, or in obligations issued or unconditionally guaranteed by the United States government or any agency thereof and having a maturity from date of purchase of one year or less, or in United States government securities or securities of United States government agencies purchased under an agreement with a trust company, national bank or banking company to repurchase at not less than the original purchase price of said securities on a fixed date, not to exceed ninety days or in shares of beneficial interest issued by money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940, as amended, operated in accordance with Section 270.2a-7 of Title 17 of the Code of Federal Regulations, that have received the highest possible rating from at least one nationally recognized statistical rating organization and the purchase price of shares of beneficial interest purchased pursuant to this section shall not include any commission that these companies may charge, or in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine; provided, however, that no temporary notes in anticipation of revenue shall be issued under section four as long as any revenue cash, exclusive of revenue sharing or other revenue cash the use of which is restricted to purposes other than current maintenance expenses, remain so invested.

http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section55



MASSACHUSETTS GENERAL LAWS: CH. 44, §55A

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE VII. CITIES, TOWNS AND DISTRICTS

CHAPTER 44. MUNICPAL FINANCE

MISCELLANEOUS PROVISIONS

Chapter 44. Section 55A. Liability of depositor for losses due to bankruptcy

Section 55A. A city, town, district or regional school district officer receiving public money and lawfully and in good faith and in the exercise of due care depositing the same in a savings bank or trust company organized under the laws of the commonwealth, on paid-up shares and accounts of and in cooperative banks, a banking company organized under the laws of the commonwealth which is a member of the Federal Deposit Insurance Corporation, or in a national bank doing business in the commonwealth or in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or, in the case of the city of Boston, in accordance with the provisions of section fifty-five in a national bank or trust company in the city of New York, or in good faith and in the exercise of due care purchasing share accounts of a federal savings and loan association located in the commonwealth, shall not be personally liable to the city, town, district or regional school district for any loss of such money by reason of the closing up of such depository or federal and loan association for the liquidation of its affairs.

http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section55A



MASSACHUSETTS GENERAL LAWS: Ch. 44, §55B

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE VII. CITIES, TOWNS AND DISTRICTS

CHAPTER 44. MUNICPAL FINANCE

MISCELLANEOUS PROVISIONS

Chapter 44. Section 55B. Investment of public funds

Section 55B. All moneys held in the name of a city, town, district or regional school district or any other account under the jurisdiction of a city, town, district, or regional school district or officer thereof, which are not required to be kept liquid for purposes of distribution, shall be invested in such a manner as to require the payment of interest on the money at the highest possible rate reasonably available, taking account of safety liquidity and yield. All officers of a city, town district or regional school district who control the investment of such funds shall invest them prudently, consistent with the provisions of sections fifty-four and fifty-five and, if the funds are the result of gift or grant or bequest, the terms of such gift or grant or bequest, so as to accrue the highest amount of interest reasonably available on such funds taking account of safety, liquidity and yield. The provisions of section sixty-two shall not apply to this section.

http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section55B



Massachusetts General Laws: Ch. 32B, §20

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE IV. CIVIL SERVICE, RETIREMENTS AND PENSIONS

CHAPTER 32B. CONTRIBUTORY GROUP GENERAL OR BLANKET INSURANCE FOR PERSON IN THE SERVICE OF COUNTIES, CITIES, TOWNS AND DISTRICTS, AND THEIR DEPENDENTS

Section 20. Other Post Employment Benefits Liability Trust Fund

Section 20. (a) A city, town, district, county or municipal lighting plant that accepts this section may establish an Other Post-Employment Benefits Liability Trust Fund, and may appropriate amounts to be credited to the fund. Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that a governmental unit receives as a sponsor of a qualified retiree prescription drug plan under 42 U.S.C. section 1395w-132 may be added to and become part of the fund. All monies held in the fund shall be segregated from other funds and shall not be subject to the claims of any general creditor of the city, town, district, county or municipal lighting plant.

- (b) The custodian of the fund shall be (i) a designee appointed by the board of a municipal lighting plant; (ii) the treasurer of any other governmental unit; or (iii) if designated by the city, town, district, county or municipal lighting plant in the same manner as acceptance prescribed in this section, the State Retiree Benefits Trust Fund board of trustees established in section 24A of chapter 32A, provided that the board of trustees accepts the designation. The custodian may employ an outside custodial service to hold the monies in the fund. Monies in the fund shall be invested and reinvested by the custodian consistent with the prudent investor rule established in chapter 203C and may, with the approval of the State Retiree Benefits Trust Fund board of trustees, be invested in the State Retiree Benefits Trust Fund established in section 24 of chapter 32A.
- (c) This section may be accepted in a city having a Plan D or Plan E charter, by vote of the city council; in any other city, by vote of the city council and approval of the mayor; in a town, by vote of the town at a town meeting; in a district, by vote of the governing board; in a municipal lighting plant, by vote of the board; and in a county, by vote of the county commissioners.
- (d) Every city, town, district, county and municipal lighting plant shall annually submit to the public employee retirement administration commission, on or before December 31, a summary of its other post-employment benefits cost and obligations and all related information required under Government Accounting Standards Board standard 45, in this subsection called "GASB 45", covering the last fiscal or calendar year for which this information is available. On or before June 30 of the following year, the public employee retirement administration commission shall notify any entity submitting this summary of any concerns that the commission may have or any areas in which the summary does not conform to the requirements of GASB 45 or other standards that the commission may establish. The public employee retirement administration commission shall file a summary report of the information received under this subsection with the chairs of the house and senate committees on ways and means, the secretary of administration and finance and the board of trustees of the State Retiree Benefits Trust Fund.

http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleIV/Chapter32B/Section20



Massachusetts General Laws: Ch. 32B, §20

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE IV. CIVIL SERVICE, RETIREMENTS AND PENSIONS

CHAPTER 32B. CONTRIBUTORY GROUP GENERAL OR BLANKET INSURANCE FOR PERSON IN THE SERVICE OF COUNTIES, CITIES, TOWNS AND DISTRICTS, AND THEIR DEPENDENTS

Chapter 32B: Section 20. Other Post-Employment Benefits Liability Trust Fund; sources of funding; custodian; trustees; separate OPEB Fund board of trustees as investing authority; expenditures and investments

[Text of section as amended by 2016, 218, Sec. 15 effective November 7, 2016. For text effective until November 7, 2016, see above.] Section 20. (a) As used in this section, and section 20A, the following words shall have the following meanings unless the context clearly requires otherwise:

"Chief executive officer", the mayor in a city or the board of selectmen in a town, unless some other municipal office is designated to be the chief executive officer pursuant to a local charter, the county commissioners in a county and the governing board, commission or committee in a district or other governmental unit.

"Commission" or "PERAC", the public employee retirement administration commission established pursuant to section 49 of chapter 7.

"GASB", the Governmental Accounting Standards Board.

"Governing body", the legislative body in a city or town, the county commissioners in a county, the regional district school committee in a regional school district, or the district meeting or other appropriating body in any other governmental unit.

"Governmental unit" or "unit", any political subdivision of the commonwealth, including a municipal lighting plant, local housing or redevelopment authority, regional council of government established pursuant to section 20 of chapter 34B and educational collaborative, as defined in section 4E of chapter 40.

"State Retiree Benefits Trust Fund board of trustees", the board of trustees established by section 24A of chapter 32A.

"Other Post-Employment Benefits Liability Trust Fund" or "OPEB Fund"; a trust fund established by a governmental unit pursuant to this section for the deposit of gifts, grants, appropriations and other funds for the: (1) benefit of retired employees and their dependents, (2) payment of required contributions by the unit to the group health insurance benefits provided to employees and their dependents after retirement and (3) reduction and elimination of the unfunded liability of the unit for such benefits.

"OPEB Fund board of trustees"; an independent board of trustees selected by the governmental unit with investing authority for the OPEB Fund.

"OPEB investing authority" or "investing authority"; the trustee or board of trustees designated by the governmental unity to invest and reinvest the OPEB Fund using the investment standard or investment vehicle established pursuant to this section.



http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleIV/Chapter32B/Section20

MASSACHUSETTS GENERAL LAWS: CH. 32B, §20

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE IV. CIVIL SERVICE, RETIREMENTS AND PENSIONS

CHAPTER 32B. CONTRIBUTORY GROUP GENERAL OR BLANKET INSURANCE FOR PERSON IN THE SERVICE OF COUNTIES, CITIES, TOWNS AND DISTRICTS, AND THEIR DEPENDENTS

- (b) A governmental unit that accepts this section shall establish on its books and accounts the Other Post-Employment Benefits Liability Trust Fund, the assets of which shall be held solely to meet the current and future liabilities of the governmental unit for group health insurance benefits for retirees and their dependents. The governmental unit may appropriate amounts to be credited to the fund and the treasurer of the governmental unit may accept gifts, grants and other contributions to the fund. The fund shall be an expendable trust subject to appropriation and shall be managed by a trustee or a board of trustees as provided in subsection (d). Any interest or other income generated by the fund shall be added to and become part of the fund. Amounts that a governmental unit receives as a sponsor of a qualified retiree prescription drug plan pursuant to 42 U.S.C. section 1395w-132 may be dedicated to and become part of the fund by vote of the governmental unit. All monies held in the fund shall be accounted for separately from other funds of the governmental unit and shall not be subject to the claims of any general creditor of the governmental unit.
- (c) The treasurer of the governmental unit shall be the custodian of the OPEB Fund and shall be bonded in any additional amounts necessary to protect fund assets.
- (d) The governing body of the governmental unit shall designate a trustee or board of trustees, which shall have general supervision of the management, investment and reinvestment of the OPEB Fund. The governing body may designate as the trustee or board of trustees: (i) the custodian; (ii) the governmental unit's retirement board as the board of trustees; or (iii) an OPEB Fund board of trustees established by the governmental unit pursuant to subsection (e). If no designation is made, the custodian of the fund shall be the trustee and shall manage and invest the fund. The duties and obligations of the trustee or board of trustees with respect to the fund shall be set forth in a declaration of trust to be adopted by the trustee or board, but shall not be inconsistent with this section. The declaration of trust and any amendments thereto shall be filed with the chief executive officer and the clerk of the governing body of the governmental unit and take effect 90 days after the date filed, unless the governing body votes to disapprove the declaration or amendment within that period. The trustee or board of trustees may employ reputable and knowledgeable investment consultants to assist in determining appropriate investments and pay for those services from the fund, if authorized by the governing body of the governmental unit. The trustee or board of trustees may, with the approval of the State Retiree Benefits Trust Fund board of trustees, invest the OPEB Fund in the State Retiree Benefits Trust Fund established in section 24 of chapter 32A.
- (e) The governing body of the governmental unit may vote to establish a separate OPEB Fund board of trustees to be the investing authority. The board of trustees shall consist of 5 to 13 individuals, including a person or persons with the investment experience desired by the governmental unit, a citizen or citizens of the governmental unit, an employee of the governmental unit, a retiree or retirees of the governmental unit, and a governmental unit officer or officers. The governmental unit employee trustee shall be selected by current employees of the unit by ballot, and the retiree trustee or trustees shall be selected by current retirees of the unit by ballot. The remainder of the trustees shall be appointed by the chief executive officer of the governmental unit. The trustees will serve for terms of 3 or 5 years, as determined by the governing body of the governmental unit, and if a vacancy occurs, a trustee may be elected or selected in the same manner to serve for the remainder of the term. Trustees shall be eligible for reappointment.

 http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleIV/Chapter32B/Section20



Massachusetts General Laws: Ch. 32B, §20

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE IV. CIVIL SERVICE, RETIREMENTS AND PENSIONS

CHAPTER 32B. CONTRIBUTORY GROUP GENERAL OR BLANKET INSURANCE FOR PERSON IN THE SERVICE OF COUNTIES, CITIES, TOWNS AND DISTRICTS, AND THEIR DEPENDENTS

(f) The trustee or board of trustees shall: (i) act in a fiduciary capacity, (ii) discharge its duties for the primary purpose of enhancing the value of the OPEB Fund, (iii) act with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise with like character and with like aims and (iv) diversify the investments in the fund to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

In any civil action brought against a trustee, the board of trustees, acting within the scope of official duties, the defense or settlement of which is made by legal counsel for the governmental unit, the trustee or employee shall be indemnified from the OPEB Fund for all expenses incurred in the defense thereof and for damages to the same extent as provided for public employees in chapter 258. No trustee or employee shall be indemnified for expenses in an action or damages awarded in such action in which there is: (i) a breach of fiduciary duty, (ii) an act of willful dishonesty or (iii) an intentional violation of law by the trustee or employee.

- (g) Monies in the OPEB Fund not required for expenditures or anticipated expenditures within the investment period, shall be invested and reinvested by the custodian as directed by the investing authority from time to time; provided such investment or reinvestment is made in accordance with: (i) section 54 of chapter 44, if the treasurer or OPEB Fund board of trustees is the investing authority, unless the governing body of the governmental unit authorizes investment under the prudent investor rule established in chapter 203C; (ii) section 23 of chapter 32, if the retirement board is the investing authority; or (iii) sections 24 and 24A of chapter 32A, if the OPEB Fund is invested in the State Retiree Benefits Trust Fund.
- (h) Amounts in the OPEB Fund may be appropriated by a two-thirds vote of the governing body of the governmental unit to pay the unit's share of health insurance benefits for retirees and their dependents upon certification by the trustee or board of trustees that such amounts are available in the fund. The treasurer of the governmental unit after consulting with the chief executive officer of the unit shall determine the amount to be appropriated from the fund to the annual budget for retiree health insurance and notify the trustee or board of trustees of that amount at the earliest possible opportunity in the annual budget cycle. Upon notification, the trustee or board of trustees shall take diligent steps to certify those funds as available for appropriation by the governmental unit, or will be available by the time the appropriation would become effective or provide an explanation why the funds are or will not be available or should not be made available.
- (i) In a regional school district, appropriations of amounts to the OPEB Fund may be made only in the annual budget submitted to the member cities and towns for approval. The annual report submitted to the member cities and towns pursuant to clause (k) of section 16 of chapter 71 shall include a statement of the balance in the fund and all additions to and appropriations from the fund during the period covered by such report.
- (j) A municipal lighting plant that establishes an OPEB fund shall pay the premiums and assume the liability for the municipal share of retiree healthcare benefits attributable to lighting plant employees and their dependents.



http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleIV/Chapter32B/Section20

MASSACHUSETTS GENERAL LAWS: CH. 32B, §20

PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE IV. CIVIL SERVICE, RETIREMENTS AND PENSIONS

CHAPTER 32B. CONTRIBUTORY GROUP GENERAL OR BLANKET INSURANCE FOR PERSON IN THE SERVICE OF COUNTIES, CITIES, TOWNS AND DISTRICTS, AND THEIR DEPENDENTS

(k) A governmental unit that accepts this section may participate in the OPEB Fund established by another governmental unit pursuant to this section upon authorization of the governing boards of both units and in accordance with the procedures and criteria established by the trustee or board of trustees of the fund. Each governmental unit shall remain responsible for all costs attributable for the health care and other post-employment obligations for its retired employees and their dependents and for completing an actuarial valuation of its liabilities and funding schedule that conforms to GASB requirements

The participating governmental unit may appropriate or otherwise contribute amounts to the OPEB Fund as provided in subsection (b). Amounts from the fund may be appropriated by the participating unit for its retiree health insurance expenses in the manner authorized in subsection (h) upon a determination by the treasurer of the unit, after consulting with the chief executive officer of the unit, of the necessary amount and notification of the treasurer of the governmental unit maintaining the fund and the trustee or board of trustees of that amount. The trustee or board of trustees shall certify those funds available for appropriation, as provided in subsection (h), and the treasurer of the governmental unit maintaining the fund shall transfer the amounts certified to the participating governmental unit.

The participating governmental unit shall be separately credited for any contributions made to and appropriations from the OPEB Fund, and interest or other income generated by the fund, in the accounting of the relative liabilities of each governmental unit for its retirees and their dependents.

- (l) This section may be accepted in a city or town in the manner provided in section 4 of chapter 4; in a county, by vote of the county commissioners; in a regional school district, by vote of the regional school committee; and in a district or other governmental unit, by vote of the district meeting or other appropriating body.
- (m) This section shall also apply to the OPEB Fund established by a governmental unit under a special law, notwithstanding any provision to the contrary, upon the acceptance of this section by the governmental unit.



Massachusetts General Laws: Ch. 203C, §3

PART II. REAL AND PERSONAL PROPERTY AND DOMESTIC RELATIONS

TITLE II. DESCENT AND DISTRIBUTION, WILLS, ESTATES OF DECEASED PERSONS AND ABSENTEES, GUARDIANSHIP, CONSERVATORSHIP AND TRUSTS

CHAPTER 203C. PRUDENT INVESTMENT

Section 3. Investment and Management Decisions

Section 3. (a) A trustee shall invest and manage trust assets as a prudent investor would, considering the purposes, terms, and other circumstances of the trust, including those set forth in subsection (c). In satisfying this standard, the trustee shall exercise reasonable care, skill, and caution.

- (b) A trustee's investment and management decisions respecting individual assets shall be considered in the context of the trust portfolio as a part of an overall investment strategy reasonably suited to the trust.
- (c) Among circumstances that a trustee shall consider in investing and managing trust assets are such of the following as are relevant to the trust or its beneficiaries:

general economic conditions;

the possible effect of inflation or deflation;

the expected tax consequences of investment decisions or strategies;

the role that each investment or course of action plays within the overall trust portfolio;

the expected total return from income and capital appreciation;

other resources of the beneficiaries;

needs for liquidity, regularity of income, and preservation or appreciation of capital; and

an asset's special relationship or special value, if any, to the purposes of the trust or to one of the beneficiaries.

http://www.malegislature.gov/Laws/GeneralLaws/Partl/TitleIV/Chapter32B/Section20



The Commonwealth of Massachusetts

OFFICE OF THE

COMMISSIONER OF BANKS

LIST OF LEGAL INVESTMENTS

Pursuant to

GENERAL LAWS

CHAPTER 167

SECTION 15A

As of July 1, 2017
Terence A. McGinnis
Commissioner of Banks

LIST OF LEGAL INVESTMENTS

July 2017

This Legal List of Investments is prepared as of July 1, 2017. Investors are advised to take note of changes to individual investments on this List that occur after this date.

The following is a list of and related provisions regarding stocks, bonds, notes, railroad equipment trust certificates and other interest-bearing obligations which, in the opinion of the Division of Banks, are now legal investments, under the provisions of Massachusetts General Laws chapter 167, sections 15A-15K, inclusive.

As used throughout this document and in G.L. c. 167, sections 15A-15K, inclusive, the terms "legal list" and "legal investments" shall mean the list of securities approved for investment by the Commissioner. All references to the General Laws herein are as amended or added by Chapter 343 of the Acts of 2014.

An entity issuing stocks, bonds, notes or other interest-bearing obligations shall apply directly to the Commissioner of Banks and identify itself as being eligible for possible inclusion on the List under Sections 15E to 15K of G.L. c.

167, provided, however, that investments governed by said Section 15B must follow the process for inclusion on the List set out in that statute.

Approval of any security by the Commissioner of Banks for addition to or inclusion in the List should not in any way be construed as a recommendation by the Division for investment. Each investor has the responsibility of evaluating the merits of a particular investment for the individual institution as well as determining whether that investment meets the investor's financial objectives.

For more information contact:

Andrea L. Cipolla, Chief Director

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FEDERAL, STATE, AND INTERNATIONAL OBLIGATIONS

Statutory Requirements: (Now governed by G.L. c. 167, section 15C)

An entity that may invest pursuant to section 15A or the legal list may invest in bonds, notes or other interestbearing obligations of the following classes:

- 1. <u>United States</u>: Direct obligations of the United States or in obligations that are unconditionally guaranteed as to the payment of principal and interest by the United States.
- 2. <u>Massachusetts</u>: Legally issued, assumed or unconditionally guaranteed bonds, notes or other interest-bearing obligations of this Commonwealth, including legally issued bonds, notes or other indebtedness of an entity established as a public instrumentality by general or special law.
- 3. Other States: Legally issued, assumed or unconditionally guaranteed bonds, notes or other interest-bearing obligations of any state of the United States other than this Commonwealth, which has not, within the 20 years prior to the making of such investment, defaulted for a period of more than 120 days in the payment of any part of either

principal or interest of any legally issued or assumed obligation; provided that the full faith and credit of such state shall be pledged for the payment of the principal and interest of such obligations.

- 4. <u>Canada</u>: Bonds, notes or other obligations issued, or guaranteed as to both principal and interest, by the Dominion of Canada or any of its provinces; provided (a) that such bonds, notes or obligations shall be payable in United States funds either unconditionally or at the option of the holder of the bonds, notes or other obligations; and (b) that at the date of investment the Dominion of Canada or the applicable province shall not have been in default in the payment of interest or principal of any of its obligations for a period in excess of 31 days at any time within the 20 years preceding such date of investment. Not more than 5% of the assets of an entity authorized to invest pursuant to section 15A or the legal list may be invested in obligations authorized under this paragraph.
- 5. Other International Obligations: Bonds, notes or obligations issued, assumed or guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank or the Asian Development Bank containing an unconditional promise to pay, or an unconditional guarantee of the payment of, the interest on the bonds, notes or obligations regularly and the principal of the bonds, notes or obligations by a specified date, in United States currency; provided that not more than 3% of the assets of an entity authorized to invest pursuant to section 15A or the legal list shall be invested in such bonds, notes or obligations; and provided, further, that the Commissioner may at any time on his or her own initiative suspend the authorization granted by this clause for periods as the Commissioner may determine.

6. Federal Agency Obligations:

- (a) Obligations of, or instruments issued by, and fully guaranteed as to principal and interest by the Federal National Mortgage Association, established under the federal National Housing Act, 12 U.S.C. 1715 et seq., as amended;
- (b) Debentures, bonds or other obligations issued by any Federal Home Loan Bank or consolidated Federal Home Loan Bank debentures or bonds issued by the Federal Home Loan Bank Board under the Federal Home Loan Bank Act, 12 U.S.C. 1421 et seq., as amended;
- (c) Debentures issued by the Central Bank for Cooperatives or consolidated debentures issued by said central bank and the 12 regional banks for cooperatives under the Farm Credit Act, as amended;
- (d) Collateral trust debentures or other similar obligations issued by any federal intermediate credit bank or consolidated debentures or other similar obligations issued by the federal intermediate credit banks under the Federal Farm Loan Act, as amended;
- (e) Farm loan bonds issued by any federal land bank under the Federal Farm Loan Act, as amended;

- (f) Promissory notes representing domestic farm labor housing loans authorized under federal law when the notes are fully guaranteed as to principal and interest by the Farmers Home Administration of the United States Department of Agriculture;
- (g) Bonds, notes or obligations issued, assumed or guaranteed by the Export-Import Bank of the United States;
- (h) Obligations of any person, including any form of mortgage-backed security, as to which the payment of principal and interest according to the terms of such obligations shall be guaranteed by the Government National Mortgage Association under the provisions of the National Housing Act, as amended;
- (i) Certificates issued by the Federal Home Loan Mortgage Corporation representing interests in mortgage loans made, acquired or participated in by said Federal Home Loan Mortgage Corporation;
- (j) System-wide obligations issued under the provisions of the Farm Credit Act, as amended, by the institutions included in the federal farm credit system.

MUNICIPAL OBLIGATIONS

Statutory Requirements: (Now governed by G.L. c. 167, section 15D)

An entity authorized to invest pursuant to section 15A or the legal list may invest in bonds, notes or other interest-bearing obligations of the following classes:

- Massachusetts: Legally issued or assumed bonds, notes or other interest-bearing obligations of a county, city, town or legally established district of this Commonwealth.
- 2. Other States: Legally issued or assumed bonds, notes or other interest-bearing obligations of a county, city, town or legally established district outside of the Commonwealth; provided, however, that this clause shall not authorize investments in obligations of any city or town outside of the Commonwealth which have been in default for more than 120 days in the payment of any part of principal and interest of all bonds, notes or other interest-bearing obligations legal for investment under this section.
- 3. <u>Full Faith and Credit Requirement</u>: The full faith and credit of the county, city, town or district shall be pledged for the full payment of principal and interest of all bonds, notes or other interest-bearing obligations legal for investment under any provision of this section.

RAILROAD OBLIGATIONS

Statutory Requirements: (Now governed by G.L. c. 167, section 15E)

Bonds, notes or other interest-bearing obligations of railroad corporations subject to the conditions, limitations and requirements of section 15E.

Not more than 20% of the assets of the entity shall be invested in the railroad obligations.

RAILROAD EQUIPMENT OBLIGATIONS AND TRUST CERTIFICATES

Investments in railroad equipment obligations shall be those of, or guaranteed by, a railroad incorporated in the United States or any state and which is doing business principally within the United States.

The outstanding Philadelphia Plan Equipment Trust Certificates of the following companies are legal.

Burlington Northern Santa Fe Norfolk Southern Railway Company Union Pacific Railroad Company

TELEPHONE COMPANY OBLIGATIONS

Statutory Requirements: (Now governed by G.L. c. 167, s. 15F)

Bonds, notes or other obligations of telephone companies subject to the conditions, limitations and statutory requirements of section 15F.

Not more than 20% of the assets of the entity shall be invested in the bonds of telephone companies.

All outstanding issues, which meet statutory requirements, of the following companies:

AT & T, Inc. [1]

Carolina Telephone & Telegraph Company

Indiana Bell Telephone Company

United Telephone Company of Pennsylvania

Verizon Florida, Inc. (formerly General Telephone Company of Florida)

Verizon New England, Inc. (formerly New England Telephone & Telegraph Company)

Verizon New Jersey, Inc. (formerly New Jersey Bell Telephone Company)

Verizon New York, Inc. (formerly New York Telephone Company)

Verizon, Northwest, Inc. (formerly General Telephone Company of the Northwest, Inc.)

Verizon Pennsylvania, Inc. (formerly Bell Atlantic Pennsylvania)

Verizon Virginia, Inc. (formerly Chesapeake & Potomac Telephone Company of Virginia)

Holders of obligations of companies affected by the mergers or acquisitions noted below should contact the appropriate service representative office of the company for further direction:

- The merger of Bell Atlantic and GTE was finalized on June 30, 2000 under the new name of Verizon Communications.
- 2. SBC Communications completed the acquisition of Ameritech Corporation on October 8, 1999.
- 3. SBC Communications completed the acquisition of AT & T Corporation on November 21, 2005. See footnote.
- 4. AT & T completed the acquisition of Bell South Corporation on December 29, 2006.
- 5. Century Tel, Inc., and EMBARQ merged on July 1, 2009 to become Century Link, Inc.
- Frontier Communications Corporation acquired Verizon Communications, Inc. local exchange businesses in fourteen states effective July 1, 2010.

[1] SBC Communications completed the acquisition of AT & T Corporation on November 21, 2005. Following the acquisition, SBC adopted AT&T, Inc. as its name.

GAS, ELECTRIC LIGHT AND WATER OBLIGATIONS

Statutory Requirements: (Now governed by G.L. c. 167, s. 15G)

A. Massachusetts Companies

Bonds, notes or other interest-bearing obligations of a gas, electric light or water company incorporated or doing business in this Commonwealth and subject to the control and supervision of the Commonwealth.

B. Other Companies

Bonds of any company which at the time of the investment is incorporated under the laws of the United States or any state and transacting the business of supplying electrical energy or artificial gas or natural gas purchased from another company and supplied in substitution for or in mixture with artificial gas for light, heat, power and other purposes or transacting any or all of the business. The bonds shall be part of an original issue of not less than \$25,000,000 in principal amount.

C. Investment Limitations

Not more than 25% of the assets of the entity shall be invested in obligations under this section and no more than 4% shall be invested in the obligations of any 1 company.

AEP Texas Central Company (formerly Central Power & Light Company)

AEP Texas North Company (formerly West Texas Utilities Company)

Allete (formerly Minnesota Power and Light)

Alliant Energy (formerly Interstate Power Company)

Atlantic City Electric Company

Carolina Power & Light Company (d/b/a Duke Energy Progress, Inc.)

Constellation Energy Group (formerly Baltimore Gas & Electric)

Delmarva Power & Light Company

Duke Energy Corporation

Empire District Electric Company

Eversource Energy

Florida Power & Light Company

Florida Power Corporation (d/b/a Progress Energy Florida, Inc.)

Gulf Power Company

Hawaiian Electric Company

Idaho Power Company

Kentucky Utilities Company

Louisville Gas and Electric Company

Madison Gas & Electric Company (formerly MGE Energy)

Narragansett Electric Company

New England Power Company

Northern States Power Company (Minnesota)

Northern States Power Company (Wisconsin)

OGE Energy (formerly Oklahoma Gas and Electric Company)

Potomac Electric Power Company

PPL Electric Utilities Corporation (formerly Pennsylvania Power & Light Company)

Public Service Company of Oklahoma

Public Service Electric & Gas Company

South Carolina Electric & Gas Company

Southern Indiana Gas & Electric Company

Southwestern Electric Power Company

Southwestern Public Service Company

Virginia Electric & Power Company

Wisconsin Electric Power Company
Wisconsin Power & Light Company
Wisconsin Public Service Corporation

STOCK OF BANKS AND BANK HOLDING COMPANIES

Statutory Requirements: (Now governed by G.L. c. 167, s. 15H and 15I)

An entity that may invest pursuant to section 15A or the legal list may invest in the common stock of (i) a bank in stock form incorporated under the laws of and doing business within the Commonwealth; provided, however, that there shall be no preferred stock outstanding; or, in the common stock of a federally chartered bank in stock form doing business within the Commonwealth; provided, however that there shall be no preferred stock outstanding; provided further, that state-chartered or federally-chartered banks shall be well capitalized under bank regulatory criteria;

- (ii) In the common stock of a state-chartered bank or federally chartered bank doing business anywhere within the United States, which is a member of the Federal Reserve System and is well capitalized under bank regulatory criteria;
- (iii) In the common stock of a bank holding company as defined in chapter 167A; provided, however, that the stock shall be received pursuant to an offer made by the bank holding company to exchange shares of its common stock for shares of a bank in stock form incorporated under the laws of the Commonwealth or for shares of a federally chartered bank doing business in the Commonwealth; or provided, however, that the stock shall be received pursuant to a plan for the merger or consolidation of the bank with or into or the transfer, sale or exchange of property or of assets of the bank or with a bank in stock form incorporated under the laws of the Commonwealth or a federally chartered bank doing business in the Commonwealth the stock of the bank, as the case may be, shall be at the time owned by the bank holding company.
- (iv) In the common stock of a bank holding company as defined in said chapter 167A acquired otherwise than as set forth in the first paragraph or in the common stock of a bank holding company as defined in the federal Bank Holding Company Act of 1956, 12 U.S.C. 1841 et seq.; provided, however, that the holding company shall own 80 per cent or more of the voting stock of the qualifying bank; provided further, that if at any time after an investment in the common stock of the bank holding company, no bank of the holding company shall meet the requirements of clauses (iii) or (iv), the holding company's stock shall be disposed of within the reasonable time as the Commissioner shall determine; and
- (v) In the common stock of a company as defined in chapter 167A or in said federal Bank Holding Company Act of 1956; provided, however, that the banking institution or bank represents at least 50% of the company's assets at

book value at the end of its fiscal year immediately preceding the date of investment or at the date of investment in

the case of a newly formed company.

(vi) In the purchase of the whole or any part of the stock of a savings bank, co-operative bank, federal savings and

loan association or federal savings bank; provided, however, that the bank or association shall be well capitalized

under bank regulatory criteria.

INSURANCE COMPANY STOCKS

Statutory Requirements: (Now governed by G.L. c. 167, section 15J)

An entity that may invest pursuant to section 15A or the legal list may invest in the capital stock of any insurance

company that may conduct a fire and casualty insurance business; provided, however that no insurance stock shall

be purchased if the cost of the insurance stock added to the cost of the insurance stocks and bank stocks already

owned shall exceed 66 2/3% of the total of the assets of the entity.

BANK DEBENTURES AND NOTES

Statutory Requirements: (Now governed by G.L. c. 167, section 15K)

An entity that may invest pursuant to section 15A or the legal list may invest in the securities of any of the following

classes: debentures, convertible debentures, notes or other evidences of indebtedness of a banking corporation in the

common stock of which the corporation may invest pursuant to paragraph 1 of section 15H; provided, however, that

the entity that may invest pursuant to said section 15A or the legal list shall be well capitalized under regulatory

criteria; or of a banking corporation in the common stock of which the corporation may invest pursuant to paragraph

2 of said section 15H shall be well capitalized under regulatory criteria.

OTHER OBLIGATIONS

Now governed by G.L. c. 167, section 15B)

Massachusetts Bay Transportation Authority: Various Issues[2]

Massachusetts Port Authority: Various Issues

Massachusetts Turnpike Authority: Various Issues[3]

Tennessee Valley Authority: Various Issues

Washington D.C. Metropolitan Area Transit Authority:

[2] Massachusetts transportation agencies, including the Massachusetts Bay Transportation Authority, were integrated into the Massachusetts Department of Transportation effective November 1, 2009.

[3] Massachusetts transportation agencies, including the Massachusetts Turnpike Authority, were integrated into the Massachusetts Department of Transportation effective November 1, 2009.

COMMON AND PREFERRED STOCKS

(Now governed by G.L. c. 167, section 15B)

Pursuant to G.L. c. 167, s. 15B(g), not more than 10% of the assets of the entity shall be invested in investments authorized under this section.

Abbott Laboratories

Altria Group (formerly Philip Morris Companies)

American International Group, Inc.

Bank of America Corporation

Bristol Myers Squibb Company

Coca Cola Company

Consolidated Edison

Eli Lilly & Company

General Mills, Inc.

Hewlett-Packard Company

Emerson Electric Company

General Electric Company

Johnson & Johnson

Kimberly-Clark Corporation

McDonald's Corporation

Merck & Co., Inc. (merged with Schering-Plough Corporation)

PepsiCo, Inc.

Pfizer, Inc.

Procter & Gamble Company

Rockwell Automation (formerly Rockwell International Corporation)

Southern Company

Unilever N. V.

INVESTMENT FUNDS

As provided under General Laws chapter 167, section 15B, such list shall include the name of any investment fund, approved by the commissioner, which invests only in such stocks, bonds, notes and other interest-bearing obligations which are legal investments as provided herein. The shares of any such investment fund so approved shall be legal investments pursuant to this section to the same extent as any such stocks, bonds, notes and other interest bearing obligations.

Pursuant to General Laws chapter 167, s. 15B(g), not more than 10% of the assets of the entity shall be invested in investments authorized under this section.

BLACKROCK/ISHARES EXCHANGE TRADED FUNDS:

iShares U.S. Treasury Bond ETF

iShares Treasury Floating Rate Bond ETF

iShares Short Treasury Bond ETF

iShares 1-3 Year Treasury Bond ETF

iShares 3-7 Year Treasury Bond ETF

iShares 7-10 Year Treasury Bond ETF

iShares 10-20 Year Treasury Bond ETF

iShares 20 Year+ Treasury Bond ETF

iShares Agency Bond ETF

iShares TIPS Bond ETF

iShares 0-5 Year TIPS Bond ETF

iShares GNMA Bond ETF

iShares MBS ETF

BLACKROCK PROVIDENT INSTITUTIONAL FUNDS:

T-Fund

DREYFUS:

Government Cash Management

Treasury & Agency Cash Management

Treasury Securities Cash Management (formerly Treasury Prime Cash Management)

FEDERATED INVESTORS FUNDS:

Federated Government Income Trust

Federated Government Ultrashort Duration Fund

Federated U.S. Government Securities Fund: 2-5 yrs.

FIDELITY:

Fidelity Treasury Portfolio

Fidelity Treasury Only Money Market Fund

RBC:

RBC US Government Money Market Fund: Institutional Classes 1 and 2

TRANSWESTERN CAPITAL:

Institutional Short Duration Government Bond Fund

TRUST FOR CREDIT UNIONS:

Ultra Short Duration Portfolio

Short Duration Portfolio

UBS GLOBAL ASSET MANAGEMENT:

UBS Select Treasury Institutional Fund

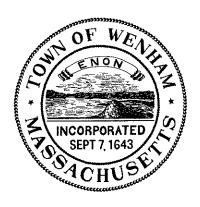
September 11, 2018

NEW BUSINESS F.

Review of FY19-20 Goals from Annual Retreat

(15 Minutes)

Memo regarding FYs 19-20 Goal Setting Follow-up from Peter Lombardi, Town Administrator, September 6, 2018



Town of Wenham

Town Hall 138 Main Street Wenham, MA 01984

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

MEMORANDUM

TO:

RE:

Board of Selectmen

FROM:

Peter Lombardi, Town Administrator FYs 19-20 Goal Setting Follow-up

DATE:

September 6, 2018

Following up on our annual retreat last month, here are the consensus top priority goals for the next two fiscal years:

- Assess results of Fire-based BLS EMS pilot program and viability of adopting permanent service model changes
- Evaluate regional dispatch service options based on results of feasibility study, select preferred partner, and develop and implement transition/improvement plan
- Work with Open Space and Recreation Committee to implement priority Year 1 and 2 recommendations of new Open Space and Recreation Plan and determine role, if any, of Economic Development Committee

Other important FY19-20 goals that were agreed upon today:

- Complete comprehensive Town bylaw recodification project and recommend changes for BOS consideration, with goal of administrative changes being presented at 2019 Town Meeting and policy changes being proposed at 2020 Town Meeting
- Work with Affordable Housing Trust to implement priority Year 1 and 2 recommendations of Action Plan
- Review Joint Recreation Agreement, identify recommended changes, and potentially engage with Hamilton to negotiate proposed revisions
- Gauge interest in and feasibility of siting new cell tower at Iron Rail property
- Evaluate community-wide need for public tennis facilities to accommodate both recreational and school uses and develop plan to meet those needs

The Board also identified the importance of starting to work on the Town's first Master Plan in order to fully integrate our strategic planning initiatives, but agreed that any such efforts would not commence until FY20 at the earliest, and so ranked this project as a low priority for FY19.

Additional ongoing initiatives that the Town Administrator's Office should continue to be devoted to advancing in FY19-20 (priorities highlighted in **bold** and minor changes/additions indicated in *italics*):

Annual Town Meeting & Annual Operating Budget

- Manage FY20 annual operating budget process
- Refine Annual Town Meeting preparation and outreach to improve attendance, participation, and outcomes
- Deliver Annual Town Report that meets the highest standards
- Produce budget document designed to meet best practices identified through the Government Finance Officers Association Distinguished Budget Presentation Award program and launch new Visual Budget website to improve communication to residents during the budget process
- Continue to update and implement 5-Year Capital Improvement Program

Strategic Planning

- Complete Age- and Dementia-Friendly Community Action Plan and work with the Council on Aging to implement priority Year 1 recommendations
- Complete Municipal Vulnerability Preparedness planning process, update Hazard Mitigation Plan, and implement priority Year 1 recommendations
- Remain engaged in regional water resource planning efforts

Public Safety

- Work with MassDOT to design and install traffic signal in downtown corridor on Main Street
- Complete Longfellow Road and South Street Repair project and implement betterment program

Personnel

- Successfully negotiate all three expiring collective bargaining agreements and expiring Department Head employment agreements in time to include sufficient funding in the FY20 annual operating budget to cover incremental personnel expense increases
- Complete update of Employee Handbook and implement select recommendations of Human Resources Audit
- Work with consultant and Public Employee Committee to annually evaluate changes to employee health insurance program
- Successfully manage transition of new shared inspectional service program and refine as necessary
- Support and monitor new Fire Chief's professional development and assess longterm viability of his continued leadership role
- Effect successful transition of new Finance Director, including integration into the budget building process

Operational

- Continue to improve resident engagement, including developing and distributing Town-wide survey and incorporating results into Town's outreach efforts as well as assessing need for proposing zoning bylaw changes that reflect community sign policy
- Work with Hamilton-Wenham Garden Club to complete new Community Garden at Pingree Park

As we discussed, it is important to note that, in refining our budget document over the past two years to meet the standards of the Government Finance Officer Association's Distinguished Budget Presentation Award, it became apparent that we should be conducting this kind of strategic planning on a rolling two-year basis. Doing so helps to educate Department Heads about the priorities of the Board for the ensuing fiscal year so that they can incorporate those elements that have financial implications into their budget building process for the next fiscal year (ie. FY20). This two-year goal setting format also acknowledges that many of these projects, even high priority initiatives, won't necessarily take just one fiscal year to fully complete.

September 11, 2018

NEW BUSINESS G.

Finance Office Transition Plan

(10 Minutes)

- Memo regarding Finance Office Transition Plan from Peter Lombardi, Town Administrator, September 6, 2018
- Donald J. Carter Resume



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 Office Transition Plan

DATE:

September 6, 2018

Following up on the Board's vote at your August 21 meeting to extend a conditional offer of employment to Patty Moore to serve as our next Finance Director, I have developed a plan to provide ample support and training for her, particularly in the area of the day-to-day Treasurer/Collector function.

If contract negotiations with the new Finance Director are successfully completed by your Tuesday September 18 meeting, Patty would begin working on Fridays throughout the month of October. Her official full-time start date would be Monday November 5. Starting October 5, Patty would meet with Monica Ford, our interim Treasurer/Collector who has been helping out in the office on a very part-time basis since July, and Don Carter.

Don is the recently retired Treasurer/Collector in Middleton. Before that, he worked as the Assistant Treasurer/Collector in Ipswich. His resume is attached. Don comes highly recommended and will be providing more extensive hands-on training to Patty in order to facilitate a successful transition in this position and more generally with the Finance Office. At this point, we are leaving the particulars of how much he will be in the office and how long he will be helping out open ended, but eventually he will shift to more of an on-call role once Patty is sufficiently up-to-speed.

At the same time, Patty will engage in professional development opportunities offered by the Department of Revenue and the Massachusetts Collectors Treasurers Association, including enrollment in their certificate program next summer.

While Patty's initial focus will be on fulfilling the responsibilities and tasks of the Treasurer/Collector function, she will also be working closely with me as we continue our FY20 budget building process, which will be well underway by the time she starts full-time.

Importantly, she will also be directly involved in the hiring process to fill the Finance Assistant & Payroll Coordinator position.

DONALD J. CARTER

60 Greenbrook Road doncarter2971@comcast.net Cell 508-783-9882 South Hamilton, MA 01982

978-468-2971

SUMMARY

A retired Treasury and Finance manager with extensive experience in financial operations. Specific areas of expertise and competency include:

- Receivables Management
- Customer finance programs
- Recruitment, selection & development of staff
- Bank Relations
- · Cross-functional relationship building
- Complex problem resolution

- Treasury/Banking Operations
- Cash flow management
- Risk management
- Financial operations management
- · Economic business decision making
- Legal analysis/decisions

EXPERIENCE

Town of Middleton

Middleton, MA 2011 - 6/2018

Treasurer Collector

Responsible for all Town funds, the issuance and payment of debt, the billing and collection of all Town taxes and fees, payroll and benefit administration, managing the tax takings from initiation to foreclosure, prepare and submit all Federal and State tax forms

Town of Ipswich

Ipswich, MA 2005 - 2011

Assistant Treasurer Collector

Responsible for accurate and timely billing and collections of all town Real Estate and Motor Vehicle Excise taxes using Munis Applications, the reconciliation of taxpayer accounts, processing of adjustments, monitoring bank balances, reconciliation of all bank accounts using a Quicken application, and the processing of EFTs.

Creo Americas, Inc., (Formerly CreoScitex America, Inc. and Scitex America, Inc.), Bedford, MA 1992–2005

The U.S. sales, distribution and service unit of the leading developer, manufacturer, and distributor of digital solutions for the graphics arts industry.

Treasurer (1998 – March 2003)

Managed all subsidiary treasury, credit and collections, customer finance, Latin America finance, and risk management activities for a \$250M sales/distribution unit of a \$700M company.

- Implemented a new customer financing program building a \$70M+ lease portfolio in less than two years.
- Led search for new third party leasing partners that has resulted in one new program and a second one nearing closure facilitating incremental down market sales.
- Implemented credit and collection policies and procedures that ensure the timely conversion of orders to revenue and cash resulting in consistent achievement of cash-flow targets.

Donald J. Carter Page 2

• Implemented the use of an online banking system minimizing time spent on daily banking activities.

 Successfully integrated two diverse collection groups resulting in improved productivity and customer communications.

Manager of Treasury Operations (May 1992 – 1998)

Manager of domestic equipment credit and collections, Latin American credit and collections, customer finance programs, corporate risk management, corporate credit insurance program, cash management, and recoveries relating to corporate customer lease programs.

- Directed the evolution of a two person credit, collection, and billing department into an effective six-person operation effectively handling double digit growth in sales.
- Replaced a manual billing program with an automated (Oracle based) billing and accounts receivable system facilitating the timely billing and collection of receivables.
- Automated the banking and cash management system by developing and negotiating a new banking relationship improving the activity tracking and reconciliation process.

Symbolics, Inc.,

Burlington, MA 1989 – 1992

\$40M company specializing in providing artificial intelligence hardware and software applications

Assistant Treasurer (1991- May 1992)

Managed the credit, collection, billing, order management, and cash management functions.

- During a year of continued losses and downsizing, maintained all operational efficiencies while managing staff reductions, which resulted in additional workload.
- Continued to meet or exceed all cash forecasts while continually reducing A/R aging.
- Managed debt covenant compliance and reporting for receivables and inventory allow us to maintain existing credit lines.

Manager - Credit and Collections (August 1989-1991)

Managed the corporate Credit and Collection Department responsible for credit acceptance and accounts receivable management.

- Implemented department relocation, including re-staffing, from California to Burlington Mass. with minimal impact on cash flow.
- Improved department image internally through interdepartmental communication. Reduced greater than 180-day delinquency by 80%, minimizing write-offs.
- Permanently solved a DOD delinquency problem resulting in an immediate payment of \$600K and timely future payments.

EDUCATION

MBA, Northeastern University, Boston, MA

BS, Business Administration, Salem State College, Salem, MA

Certified Massachusetts Municipal Treasurer

Certified Massachusetts Municipal Collector

September 11, 2018

NEW BUSINESS H.

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

September 11, 2018

OLD BUSINESS

I.

Discussion of Potential Installation of Cell Tower at Iron Rail Property

(15 minutes)

- > Draft Motion
- ➤ Memo regarding Potential Cell Tower Installation at Iron Rail Property from Peter Lombardi, Town Administrator, June 27, 2018
- ➤ Preliminary Study of Wireless Coverage in the Town of Wenham Massachusetts, Blue Sky Tower Partners, LLC
 - Wenham Coverage Map
 - Airport Flight Zone Map
 - Map of Wireless Sites within 4 Miles of Center of Town
 - Site List of Wireless Sites within 4 Miles of Center of Town
 - Wenham Site Inventory Reports
- ➤ Wenham Search Ring Evaluation, Blue Sky Tower Partners, LLC, January 8, 2018
- The Zoning Bylaws of the Town of Wenham, Updated April 2, 2016, Section 12.4
- > Town of Wenham Personal Wireless Overlay Parcels
- ➤ Iron Rail Potential Cell Tower Site Maps, CAI Technologies

September 11, 2018

DRAFT MOTION

Installation of Cell Town at Iron Rail Property

➤ Vote: I authorize the Town Administrator to work with the Iron Rail

Commission and Planning Coordinator to draft a Request for Proposals to site
a cell tower on the Iron Rail property as outlined in the supporting
documentation, provided that the Board of Selectmen approve any such
solicitation prior to its issuance.

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

MEMORANDUM

TO:

Board of Selectmen

CC:

Iron Rail Commission

FROM:

Peter Lombardi, Wenham Town Administrator

RE:

Potential Cell Tower Installation at Iron Rail Property

DATE:

June 27, 2018

This past winter, a representative from Blue Sky Tower Partners LLC reached out to the Town expressing interest in evaluating potential locations to site cell towers in Wenham. After meeting with the Planning Coordinator and I, they commissioned the attached preliminary wireless coverage study. Per their summary of page 1, the Iron Rail facility seemed to be the most viable candidate in terms of potential municipally-owned sites. Based on their further analysis (see attached Search Ring Evaluation document), most of West Wenham has restrictions due to FAA regulations based on the proximity of Beverly Airport, making the West Wenham Playground site a much more difficult proposition.

The Town would receive a portion of the revenues if a tower were to be sited on the Iron Rail property, which is listed as one of the parcels in the Personal Wireless Services Facility Overlay District (see attached map). Conservative projections provided by Blue Sky Tower anticipate approximately \$15k/year in revenues based on a 50 year term. Permitting for cell towers is governed by Section 12.4 of our zoning by-laws – see attached. As part of the local approval process under this bylaw, the Planning Board would conduct a site plan review and special permit process to approve any such application. The filing requirements are fairly extensive.

The Iron Rail Commission met with Blue Sky Tower earlier this spring and, based on that discussion, unanimously supported moving forward with this initiative. They followed up with a site visit and selected the area identified on the attached maps as the preferred location for the tower. This location was viewed as ideal based on its accessibility, elevation, and the fact that it is visually buffered from abutters, the fields, and the cemetery.

If the Board is interested in moving forward on this project, the Town would ultimately need to issue an RFP to lease this property to a third-party entity such as Blue Sky Tower in order to comply with MGL Ch 30B and maximize our monetary return.



Preliminary Study of Wireless Coverage in the Town of Wenham Massachusetts

Table of Contents

Summary

The Wenham Coverage Map indicates that the largest gaps in coverage are at the eastern and western sections of town. The eastern coverage gap could be substantially filled by locating a tower at the town's DPW site at 91 Grapevine Rd.

Coverage for western section of town is more problematic. The Beverly Airport's flight zone limits the options available. Our preliminary FAA survey shows that no tower would be allowed on the Streeter property that we had discussed. To move ahead with a tower in this area would require a detailed FAA study.

Recommend that next steps focus on the coverage in the eastern section of town and proceed with a tower at the town's DPW site. The western section of town will likely require a commitment of time and money before a viable candidate for a tower is identified.

Blue Sky Towers utilized public and proprietary databases in compiling this report. It should be considered as a generalized overview of the wireless coverage in Wenham. Blue Sky Towers is happy to provide a more detailed report with professionally certified information and analysis.

Wenham Coverage Map

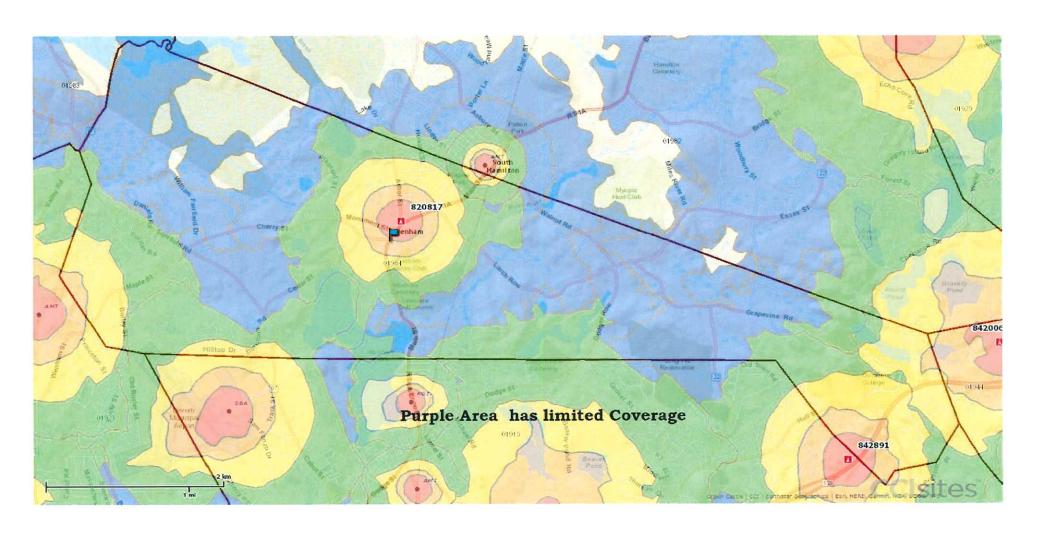
Airport Flight Zone Map

Map of Wireless Sites Within 4 miles of Center of Town

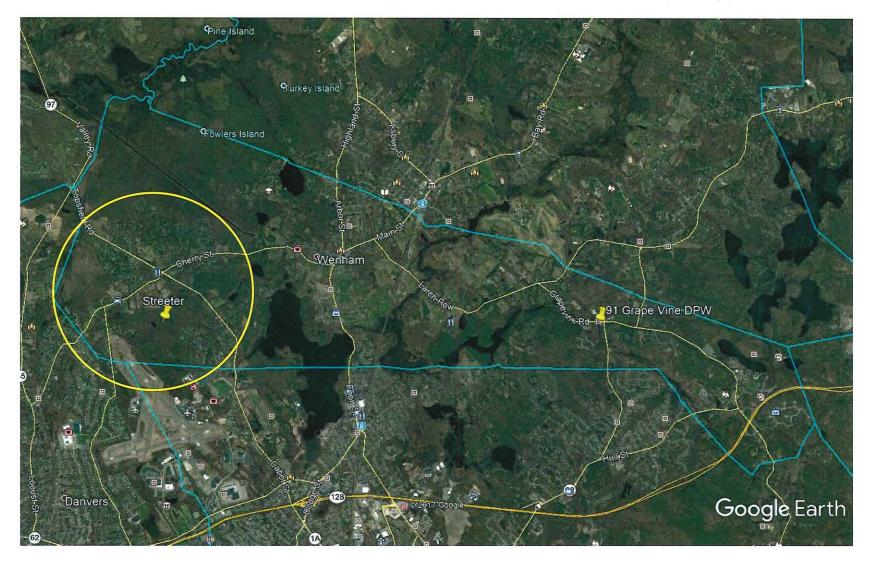
Map of Wireless Sites Within 4 miles of Center of Town

Site List of Wireless Sites Within 4 miles of Center of Town

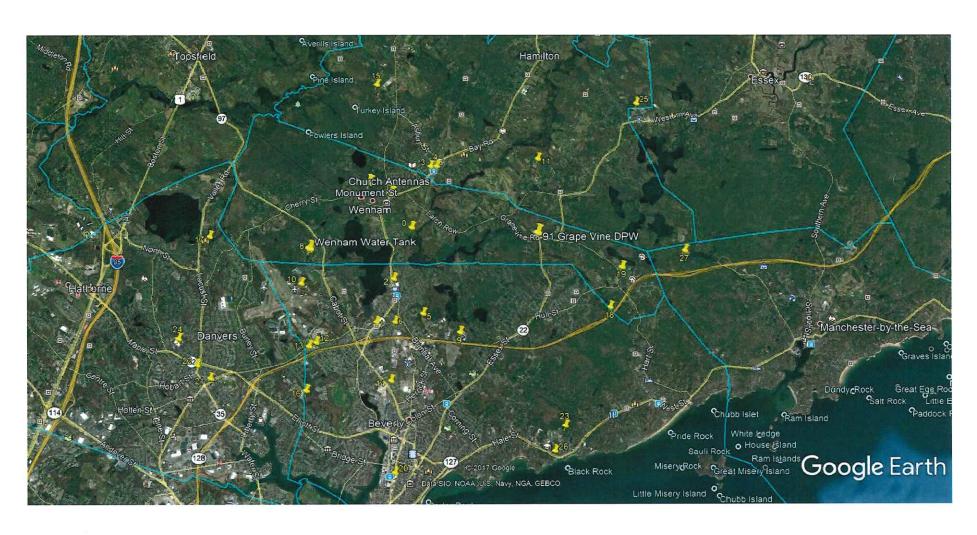
Wenham Site Inventory Reports



Circled Area is in the flight zone of Beverly Airport. Towers not allowed. Full FAA analysis required.



Yellow Pins indicate Existing Wireless Infrastructure (4 mile radius from Wenham CC. Labeled 0. Approx Town Center)



Inventory of Wireless Sites 4 mile radius from Wenham Country Club						
(Approx. Center of Town)						
	DISTANCE OF STREET	DIRECTION OMNER	STRUCTURE	AT STEELEN TON STRUCTURE	jonetrude	Arright
1	0.57	329.90 SPRINT SITES	0.00	0.00 Self-Supporting Tower	-70 53 9.96	42 36 16.92
2	0.80	197.91 CAPITOL TELECOM	0.00	0.00 RETAIL	-70 53 6.9	42 35 11.5
3	0.96	15.57 AMERICAN TOWER	14.00	0.00 Building	-70 52 31.2996	42 36 39.218
4	0.99	20.38 CAPITOL TELECOM	0.00	0.00 RETAIL	-70 52 25.1	42 36 39.5
5	1.27	172.05 SW BELL MOBILE SYSTEMS	143.04	161.09 Water Tank with Anten	1-70 52 37.1	42 34 45.3
6	1.40	189.07 AMERICAN TOWER	26.00	0.00 Building	-70 53 5.1576	42 34 39.050
7	1.46	199.00 CAPITOL TELECOM	0.00	0.00 RETAIL	-70 53 23.2	42 34 39.0
8	1.47	256.67 WIRELESS CO SPRINT PCS	71.85	160.10 Water Tank - Ground	-70 54 31.1	42 35 33.3
9	1.68	155.59 STC Six Company	198.16	137.80 Self-Supporting Tower	-70 52 0.3	42 34 31.1
10	1.74	241.76 SBA 2012 TC Assets, LLC	88.91	89.90 Monopole Tower	-70 54 38.3	42 35 8
11	2.08	60.10 GORDON CONWELL THEOLOGICAL	134.84	171.91 STEEPLE-ANT	-70 50 42	42 36 45
12	2.12	217.95 Sprint	0.00	102.00 Building with Antennas	-70 54 21.92	42 34 23.81
13	2.23	219.11 WIRELESS CO, L.P. DBA SPRINT PCS	85.00	85.00 Building - Top-Mounted	d-105 12 16.7904	4 39 48 4.0788
1.4	2.24	186.78 CAPITAL TELECOM	0.00	0.00 Industrial	-70 53 8.232	42 33 55.26
15	2.26	346.26 Sitesafe LLC	0.00	66.00 Monopole Tower	-105 12 16.7904	4 39 48 4.0788
16	2.75	211.10 SPRINT SPECTRUM LP	140.09	145.01 Water Tank - Elevated I	N-70 54 30.1	42 33 48.3
17	2.86	267.35 American Towers, LLC.	115.16	98.10 Flagpole	-70 56 12.1	42 35 44.1
18	3.03	112.76 NEW CINGULAR WIRELESS SERVICE	111.88	65.94 Monopole Tower	-70 49 32	42 34 50
19	3.03	101.11 CROWN	0.00	0.00 Building	-70 49 19.207	42 35 20.605
20	3.50	183.11 AMERICAN TOWER	14.00	0.00 Building	-70 53 2.9868	42 32 48.951
21	3.52	231.60 AMERICAN TOWER	26.00	0.00 Building	-70 56 4.704	42 33 57.110
22	3.55	235.86 CELLCO PARTNERSHIP	64.96	55.12 Building with Antennas	-70 56 17.7	42 34 7.1
23	3.56	143.09 EASTERN PROPERTIES, L.L.C.	196.85	96.78 Monopole Tower	-70 50 18.2	42 33 22.6
24	3.60	243.28 Beverly Hospital	107.94	108.92 Tower atop Building	-70 56 37.2948	42 34 26.587
25	3.75	59.64 SBA 2012 TC Assets, LLC	134.84	91.86 Stealth	-70 49 0.4	42 37 29.8
26	3.77	148.10 CROWN	0.00	0.00 Building	-70 50 28.68	42 33 4.32
27	3.88	95.11 CCATT LLC	189.96	73.82 Monopole Tower	-70 48 16	42 35 33

Town of Wenham Wireless Sites Data Report

Prepared by JCSI for Bluesky Tower Partners

SITE: BSTP-11282017-1 Wenham Report Prepared: 11/28/2017

Site Latitude / Longitude: 42 35 51.007 (42.597502) / -70 52 49.555 (-70.880432)

US National Grid Coordinate: County / State: Essex, MA

USGS 7.5 Minute (1:24,000) Topo Map: Salem (42070-E8) Public Land Survey System (PLSS): PLSS Not Applicable

ADDITIONAL REFERENCE DATA

Site is located within a US Census Bureau Urbanized Area: Boston, MA--NH--RI 74.9% of three-mile radius surrounding site is within Urbanized Area.

Nearest Airport to Site is BEVERLY MUNI (BVY)
Closest Runway is BVY RWY 27 / 09. Runway is 1.69 miles from Site.

Nearest National Registry Historic Site: Wenham Historic District (730008) is 0.22 miles away. Number of National Registry Historic Sites in three-mile radius: 22

Site is 8.98 miles from Public Land: Parker River National Wildlife Refuge

Nearest Interstate Highway - I-95 is 4.18 miles away.

Nearest US Highway - US 1 is 3.89 miles away

Nearest State Highway - MA 1 is 0.34 miles away. State Highway linear mileage in three-mile radius: 12.7 miles.

Composite AADT Traffic Count within three-mile radius: 27000

Static Populations (from Census Bureau data)

Within 1-mile radius: 2534 Within 2-mile radius: 12674 Within 3-mile radius: 35618 Within 4-mile radius: 67804 Within 5-mile radius: 141443

TOWER INFRASTRUCTURE INFORMATION

FCC Antenna Structure Registration (ASR) filings, current FAA Determinations, and JCSI Comprehensive Site database listings within a four-mile radius of site:

8 Constructed Site(s) (from FCC ASR Database)

10 Listing(s) from JCSI Comprehensive Sites database

Newest Built FCC ASR Tower/Structure within four-mile radius: Site ID # 23 Constructed 10/05/2007

FCC ASR Registration # 1256227 Filed by: EASTERN PROPERTIES, L.L.C. 3.56 miles / 143.09 degrees from Client Site

SITE ID 1 Distance from Client Site: 0.57 miles / Direction from Client Site: 329.9 Degrees

JCSI Comprehensive Site List OWNER: SPRINT SITES Address: 140 Main Street City / State: Wenham. MA

Latitude: 42 36 16.92 Longitude: -70 53 9.96 (Decimal: 42.6047 / -70.8861)

US National Grid (USNG) Coordinate: 19TCH4528318643 Structure Type (or FAA Det purpose): Self-Supporting Tower

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 2 Distance from Client Site: 0.8 miles / Direction from Client Site: 197.91 Degrees

JCSI Comprehensive Site List OWNER: CAPITOL TELECOM

Tower Company / Site ID: CAPITOL TELECOM SS007

Address: 37 Enon Street City / State: Beverly, MA

Latitude: 42 35 11.5 Longitude: -70 53 6.9 (Decimal: 42.58653 / -70.88525)

US National Grid (USNG) Coordinate: 19TCH4530816624

Structure Type (or FAA Det purpose): RETAIL

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 3 Distance from Client Site: 0.96 miles / Direction from Client Site: 15.57 Degrees

JCSI Comprehensive Site List OWNER: AMERICAN TOWER

Tower Company / Site ID / Site Name: AMERICAN TOWER 315624 SOUTH HAMILTON PO

RT MA

Address: 49 RAILROAD AVE

City / State: SOUTH HAMILTON, MA

Latitude: 42 36 39.2184 Longitude: -70 52 31.2996 (Decimal: 42.610894 / -70.875361)

US National Grid (USNG) Coordinate: 19TCH4617919311

Structure Type (or FAA Det purpose): Building

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 4 Distance from Client Site: 0.99 miles / Direction from Client Site: 20.38 Degrees

JCSI Comprehensive Site List OWNER: CAPITOL TELECOM

Tower Company / Site ID: CAPITOL TELECOM GO086

Address: 121 BAY RD

City / State: SOUTH HAMILTON, MA

Latitude: 42 36 39.5 Longitude: -70 52 25.1 (Decimal: 42.61098 / -70.87363)

US National Grid (USNG) Coordinate: 19TCH4632119318

Structure Type (or FAA Det purpose): RETAIL

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 5 Distance from Client Site: 1.27 miles / Direction from Client Site: 172.05 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: SW BELL MOBILE SYSTEMS

FAA Study Number & Date Issued: 1992-ANE-159-OE () (Note # 3)

City / State: BEVERLY, MA

Latitude: 42 34 45.3 Longitude: -70 52 37.1 (Decimal: 42.57925 / -70.8769722)

US National Grid (USNG) Coordinate: 19TCH4596915800 Structure Type (or FAA Det purpose): Water Tank with Antennas Structure Height: 143.04 ft / Site Elev. 161.09 ft / AMSL_FT: 304.13 ft

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 6 Distance from Client Site: 1.4 miles / Direction from Client Site: 189.07 Degrees

JCSI Comprehensive Site List OWNER: AMERICAN TOWER

Tower Company / Site ID / Site Name: AMERICAN TOWER 315527 BEVERLY PO RT MA 2

Address: 16 TOZER RD City / State: BEVERLY, MA

Latitude: 42 34 39.0504 Longitude: -70 53 5.1576 (Decimal: 42.577514 / -70.884766)

US National Grid (USNG) Coordinate: 19TCH4532515622

Structure Type (or FAA Det purpose): Building

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 7 Distance from Client Site: 1.46 miles / Direction from Client Site: 199 Degrees

JCSI Comprehensive Site List OWNER: CAPITOL TELECOM

Tower Company / Site ID: CAPITOL TELECOM AC155

Address: 71 Dodge Street City / State: Beverly, MA

Latitude: 42 34 39.0 Longitude: -70 53 23.2 (Decimal: 42.57749 / -70.88979)

US National Grid (USNG) Coordinate: 19TCH4491315628

Structure Type (or FAA Det purpose): RETAIL

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 8 Distance from Client Site: 1.47 miles / Direction from Client Site: 256.67 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: WIRELESS CO SPRINT PCS

FAA Study Number & Date Issued: 1999-ANE-138-OE () (Note #3)

City / State: BEVERLY, MA

Latitude: 42 35 33.3 Longitude: -70 54 31.1 (Decimal: 42.5925833 / -70.9086389)

US National Grid (USNG) Coordinate: 19TCH4340417339 Structure Type (or FAA Det purpose): Water Tank - Ground

Structure Height: 71.85 ft / Site Elev. 160.1 ft / AMSL FT: 231.95 ft

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 9 Distance from Client Site: 1.68 miles / Direction from Client Site: 155.59 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: STC Six Company

Filer FCC License ID L01051441 FCC Registration Number (FRN): 0013810304 (Note # 1)

Filer Contact Information: Phone: 877-265-6872 E-Mail: RFRegulatory@Sprint.com

FCC Antenna Structure Registration Number / Date Issued: 1023263 (05/06/2016) (Note # 2)

FAA Study Number & Date Issued: 2010-ANE-972-OE (11/08/2010) (Note # 3) Tower Company / Site ID / Site Name: CROWN 875004 Maestranzi Brothers

Address: DUNHAM RD. EXTENSION, LOT #6 (BS03XC065)

City / State: BEVERLY, MA

Latitude: 42 34 31.1 Longitude: -70 52 0.3 (Decimal: 42.5753056 / -70.86675)

US National Grid (USNG) Coordinate: 19TCH4679815344 Structure Type (or FAA Det purpose): Self-Supporting Tower

Structure Height: 198.16 ft / Site Elev. 137.8 ft / AMSL FT: 335.96 ft

Application Purpose: AU (Administrative Update) Construction reported to FCC on 05/20/2003

This structure is built, according to FCC ASR records, and has been verified by aerial imagery

by JCSI.

SITE ID 10 Distance from Client Site: 1.74 miles / Direction from Client Site: 241.76 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: SBA 2012 TC Assets, LLC

Filer FCC License ID L01469668 FCC Registration Number (FRN): 0018530147 (Note # 1)

Filer Contact Information: Edward G. Roach Phone: 561-995-7670 E-Mail:

ERoach@sbasite.com

FCC Antenna Structure Registration Number / Date Issued: 1243761 (01/09/2013) (Note # 2)

FAA Study Number & Date Issued: 2007-ANE-1601-OE (11/29/2007) (Note # 3)

Tower Company / Site ID / Site Name: SBA MA46688-A BeverlyAirport

Address: 46 L.P. HENDERSON ROAD

City / State: BEVERLY, MA

Latitude: 42 35 8 Longitude: -70 54 38.3 (Decimal: 42.5855556 / -70.9106389)

US National Grid (USNG) Coordinate: 19TCH4322216562 Structure Type (or FAA Det purpose): Monopole Tower

Structure Height: 88.91 ft / Site Elev. 89.9 ft / AMSL_FT: 178.81 ft

Application Purpose: AU (Administrative Update)
Construction reported to FCC on 11/23/2004

This structure is built, according to FCC ASR records, and has been verified by aerial imagery

by JCSI.

SITE ID 11 Distance from Client Site: 2.08 miles / Direction from Client Site: 60.1 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: GORDON CONWELL THEOLOGICAL SEMINARY

FAA Study Number & Date Issued: 2008-ANE-85-OE () (Note # 3)

City / State: SOUTH HAMILTON, MA

Latitude: 42 36 45 Longitude: -70 50 42 (Decimal: 42.6125 / -70.845)

US National Grid (USNG) Coordinate: 19TCH4867319435 Structure Type (or FAA Det purpose): STEEPLE-ANT

Structure Height: 134.84 ft / Site Elev. 171.91 ft / AMSL_FT: 307.08 ft

Application Purpose: AU (Administrative Update)

This structure is built, according to FAA and/or Owner records, and has been verified by aerial

imagery by JCSI.

SITE ID 12 Distance from Client Site: 2.12 miles / Direction from Client Site: 217.95 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: Sprint

FAA Study Number & Date Issued: 2014-ANE-1778-OE () (Note # 3)

City / State: Beverly, MA

Latitude: 42 34 23.81 Longitude: -70 54 21.92 (Decimal: 42.5732806 / -70.9060889)

US National Grid (USNG) Coordinate: 19TCH4356515191 Structure Type (or FAA Det purpose): Building with Antennas

Application Purpose: AU (Administrative Update)

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 13 Distance from Client Site: 2.23 miles / Direction from Client Site: 219.11 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: WIRELESS CO, L.P. DBA SPRINT PCS

FAA Study Number & Date Issued: 1997-ANE-538-OE () (Note # 3)

City / State: DANVERS, MA

Latitude: 39 48 4.0788 Longitude: -105 12 16.7904 (Decimal: 42.572511 / -70.908031)

US National Grid (USNG) Coordinate: 19TCH4340315109

Structure Type (or FAA Det purpose): Building - Top-Mounted Antennas

Structure Height: 85 ft / Site Elev. 85 ft

Application Purpose: AU (Administrative Update)

This structure is built, according to FAA and/or Owner records, and has been verified by aerial

imagery by JCSI.

SITE ID 14 Distance from Client Site: 2.24 miles / Direction from Client Site: 186.78 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: CAPITAL TELECOM

Tower Company / Site ID: CAPITAL TELECOM GET256

Address: 491 Cabot Street City / State: Beverly, MA

Latitude: 42 33 55.26 Longitude: -70 53 8.232 (Decimal: 42.56535 / -70.88562)

US National Grid (USNG) Coordinate: 19TCH4522514273

Structure Type (or FAA Det purpose): Industrial Application Purpose: AU (Administrative Update)

This structure is built, according to FAA and/or Owner records, and has been verified by aerial

imagery by JCSI.

SITE ID 15 Distance from Client Site: 2.26 miles / Direction from Client Site: 346.26 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: Sitesafe LLC

FAA Study Number & Date Issued: 2015-ANE-1148-OE () (Note # 3)

City / State: Hamilton, MA

Latitude: 39 48 4.0788 Longitude: -105 12 16.7904 (Decimal: 42.629217 / -70.890969)

US National Grid (USNG) Coordinate: 19TCH4494421375 Structure Type (or FAA Det purpose): Monopole Tower

Application Purpose: AU (Administrative Update)

This structure is built, according to FAA and/or Owner records, and has been verified by aerial

imagery by JCSI.

SITE ID 16 Distance from Client Site: 2.75 miles / Direction from Client Site: 211.1 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: SPRINT SPECTRUM LP

FAA Study Number & Date Issued: 1996-ANE-207-OE () (Note # 3)

City / State: BEVERLY, MA

Latitude: 42 33 48.3 Longitude: -70 54 30.1 (Decimal: 42.5634167 / -70.9083611)

US National Grid (USNG) Coordinate: 19TCH4335314100

Structure Type (or FAA Det purpose): Water Tank - Elevated Multi-Leg Structure Height: 140.09 ft / Site Elev. 145.01 ft / AMSL_FT: 285.1 ft

Application Purpose: AU (Administrative Update)

This structure is built, according to FAA and/or Owner records, and has been verified by aerial

imagery by JCSI.

SITE ID 17 Distance from Client Site: 2.86 miles / Direction from Client Site: 267.35 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: American Towers, LLC.

Filer FCC License ID L00008376 FCC Registration Number (FRN): 0011498342 (Note # 1) Filer Contact Information: Regulatory Compliance FAA - FCC Phone: 678-265-6730 E-Mail:

faa-fcc@americantower.com

FCC Antenna Structure Registration Number / Date Issued: 1250037 (01/16/2014) (Note # 2)

FAA Study Number & Date Issued: 2013-ANE-1834-OE (01/13/2014) (Note # 3)

Tower Company / Site ID / Site Name: AMERICAN TOWER 240688 NORTH SHORE MA

Address: NORTH SHORE MA City / State: Danvers, MA

Latitude: 42 35 44.1 Longitude: -70 56 12.1 (Decimal: 42.5955833 / -70.9366944)

US National Grid (USNG) Coordinate: 19TCH4110917724

Structure Type (or FAA Det purpose): Flagpole

Structure Height: 115.16 ft / Site Elev. 98.1 ft / AMSL FT: 213.25 ft

Application Purpose: NT (Notification that an antenna structure has been constructed)

Construction reported to FCC on 12/01/2006

This structure is built, according to FCC ASR records, and has been verified by aerial imagery

by JCSI.

SITE ID 18 Distance from Client Site: 3.03 miles / Direction from Client Site: 112.76 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: NEW CINGULAR WIRELESS SERVICES, INC.

Filer FCC License ID L00000732 FCC Registration Number (FRN): 0004122032 (Note # 1)

Filer Contact Information: FCC GROUP Phone: 469-229-7422 E-Mail:

KELLYE.E.ABERNATHY@CINGULAR.COM

FCC Antenna Structure Registration Number / Date Issued: 1015243 (09/23/2005) (Note # 2)

FAA Study Number & Date Issued: 1997-ANE-144-OE (05/23/1997) (Note # 3)

Tower Company / Site ID / Site Name: AT&T 3041 BEVERLY GRAPEVINE ROAD (M

Address: BOULDER LANE

City / State: BEVERLY, MA

Latitude: 42 34 50 Longitude: -70 49 32 (Decimal: 42.5805556 / -70.8255556)

US National Grid (USNG) Coordinate: 19TCH5019215853 Structure Type (or FAA Det purpose): Monopole Tower

Structure Height: 111.88 ft / Site Elev. 65.94 ft Application Purpose: AU (Administrative Update) Construction reported to FCC on 11/17/1997

This structure is built, according to FCC ASR records, and has been verified by aerial imagery

by JCSI.

SITE ID 19 Distance from Client Site: 3.03 miles / Direction from Client Site: 101.11 Degrees

JCSI Comprehensive Site List

OWNER: CROWN

Tower Company / Site ID / Site Name: CROWN 852503 Gordon College Sprint Nex

City / State: , MA

Latitude: 42 35 20.6052 Longitude: -70 49 19.207 (Decimal: 42.589057 / -70.822002)

US National Grid (USNG) Coordinate: 19TCH5050416791

Structure Type (or FAA Det purpose): Building

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 20 Distance from Client Site: 3.5 miles / Direction from Client Site: 183.11 Degrees

JCSI Comprehensive Site List OWNER: AMERICAN TOWER

Tower Company / Site ID / Site Name: AMERICAN TOWER 315526 BEVERLY PO RT MA 1

Address: 151 RANTOUL ST City / State: BEVERLY, MA

Latitude: 42 32 48.9516 Longitude: -70 53 2.9868 (Decimal: 42.546931 / -70.884163)

US National Grid (USNG) Coordinate: 19TCH4529912225

Structure Type (or FAA Det purpose): Building

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 21 Distance from Client Site: 3.52 miles / Direction from Client Site: 231.6 Degrees

JCSI Comprehensive Site List **OWNER: AMERICAN TOWER**

Tower Company / Site ID / Site Name: AMERICAN TOWER 315565 DANVERS PO RT MA

Address: 17 CONANT ST City / State: DANVERS, MA

Latitude: 42 33 57.1104 Longitude: -70 56 4.704 (Decimal: 42.565864 / -70.93464)

US National Grid (USNG) Coordinate: 19TCH4120214420

Structure Type (or FAA Det purpose): Building

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 22 Distance from Client Site: 3.55 miles / Direction from Client Site: 235.86 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: CELLCO PARTNERSHIP

FAA Study Number & Date Issued: 2007-ANE-1386-OE () (Note # 3)

City / State: PEABODY, MA

Latitude: 42 34 7.1 Longitude: -70 56 17.7 (Decimal: 42.5686389 / -70.93825)

US National Grid (USNG) Coordinate: 19TCH4091314735 Structure Type (or FAA Det purpose): Building with Antennas Structure Height: 64.96 ft / Site Elev. 55.12 ft / AMSL_FT: 120.08 ft

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 23 Distance from Client Site: 3.56 miles / Direction from Client Site: 143.09 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: EASTERN PROPERTIES, L.L.C.

Filer FCC License ID L00971307 FCC Registration Number (FRN): 0015067911 (Note # 1) Filer Contact Information: GLOVER PROPERTY MANAGEMENT, INC. Phone: 781-639-1113

E-Mail: tedmoore@gloverproperty.com

FCC Antenna Structure Registration Number / Date Issued: 1256227 (11/21/2006) (Note # 2)

FAA Study Number & Date Issued: 2006-ANE-813-OE (09/21/2006) (Note # 3)

Address: 376 HALE STREET (LEASEHOLD)

City / State: BEVERLY, MA

Latitude: 42 33 22.6 Longitude: -70 50 18.2 (Decimal: 42.5562778 / -70.8383889)

US National Grid (USNG) Coordinate: 19TCH4908013180 Structure Type (or FAA Det purpose): Monopole Tower

Structure Height: 196.85 ft / Site Elev. 96.78 ft / AMSL FT: 293.63 ft

Application Purpose: NT (Notification that an antenna structure has been constructed)

Construction reported to FCC on 10/05/2007

This structure is built, according to FCC ASR records, and has been verified by aerial imagery by JCSI.

SITE ID 24 Distance from Client Site: 3.6 miles / Direction from Client Site: 243.28 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: Beverly Hospital

Filer FCC License ID L00039876 FCC Registration Number (FRN): 0009414236 (Note # 1)

Filer Contact Information: Phone: 978-922-3000 E-Mail: ggeggis@nhs-healthlink.org

FCC Antenna Structure Registration Number / Date Issued: 1239948 (08/14/2003) (Note # 2)

FAA Study Number & Date Issued: 2003-ANE-346-OE (08/07/2003) (Note # 3)

Address: Hunt Center, 75 Lindall Street

City / State: Beverly, MA

Latitude: 42 34 26.5872 Longitude: -70 56 37.2948 (Decimal: 42.574052 / -70.943693)

US National Grid (USNG) Coordinate: 19TCH4048015347 Structure Type (or FAA Det purpose): Tower atop Building

Structure Height: 107.94 ft / Site Elev. 108.92 ft

Application Purpose: NT (Notification that an antenna structure has been constructed)

Construction reported to FCC on 11/06/2004

This structure is built, according to FCC ASR records, and has been verified by aerial imagery

by JCSI.

SITE ID 25 Distance from Client Site: 3.75 miles / Direction from Client Site: 59.64 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: SBA 2012 TC Assets, LLC

Filer FCC License ID L01469668 FCC Registration Number (FRN): 0018530147 (Note # 1)

Filer Contact Information: Edward G. Roach Phone: 561-995-7670 E-Mail:

ERoach@sbasite.com

FCC Antenna Structure Registration Number / Date Issued: 1270869 (11/11/2013) (Note # 2)

FAA Study Number & Date Issued: 2013-ANE-602-OE (05/09/2013) (Note # 3)

Tower Company / Site ID / Site Name: SBA MA46689-A Northstar

Address: Northstar City / State: Essex, MA

Latitude: 42 37 29.8 Longitude: -70 49 0.4 (Decimal: 42.6249444 / -70.8167778)

US National Grid (USNG) Coordinate: 19TCH5101820767

Structure Type (or FAA Det purpose): Stealth

Structure Height: 134.84 ft / Site Elev. 91.86 ft / AMSL FT: 226.71 ft

Application Purpose: NT (Notification that an antenna structure has been constructed)

Construction reported to FCC on 11/12/2004

This structure is built, according to FCC ASR records, and has been verified by aerial imagery

by JCSI.

SITE ID 26 Distance from Client Site: 3.77 miles / Direction from Client Site: 148.1 Degrees

JCSI Comprehensive Site List

OWNER: CROWN

Tower Company / Site ID / Site Name: CROWN MABever315121 IMM-YUM

City / State: , MA

Latitude: 42 33 4.32 Longitude: -70 50 28.68 (Decimal: 42.5512 / -70.8413)

US National Grid (USNG) Coordinate: 19TCH4882912621

Structure Type (or FAA Det purpose): Building

This structure is built, according to FAA and/or Owner records, and has been verified by aerial imagery by JCSI.

SITE ID 27 Distance from Client Site: 3.88 miles / Direction from Client Site: 95.11 Degrees

FILING INFORMATION: FCC Antenna Structure Registration (ASR)

Issued to: CCATT LLC

Filer FCC License ID L01834301 FCC Registration Number (FRN): 0023254592 (Note # 1)

Filer Contact Information: Phone: 724-416-2000 E-Mail:

Regulatory.Department@Crowncastle.com

FCC Antenna Structure Registration Number / Date Issued: 1285694 (05/09/2016) (Note # 2)

FAA Study Number & Date Issued: 2012-ANE-342-OE (04/23/2012) (Note # 3) Tower Company / Site ID / Site Name: CROWN --- WENHAM-MOSES HILL

Address: ---

City / State: Manchester, MA

Latitude: 42 35 33 Longitude: -70 48 16 (Decimal: 42.5925 / -70.8044444)

US National Grid (USNG) Coordinate: 19TCH5195217142 Structure Type (or FAA Det purpose): Monopole Tower

Structure Height: 189.96 ft / Site Elev. 73.82 ft / AMSL_FT: 263.78 ft

Application Purpose: AU (Administrative Update)
Construction reported to FCC on 05/09/2006

This structure is built, according to FCC ASR records, and has been verified by aerial imagery by JCSI.

FCC MARKET-BASED LICENSES - SITE DATA REPORT

FCC License Boundaries:

Basic Trading Area (BTA): BTA051 - Boston, MA

Major Trading Area (MTA): MTA008 - Boston-Providence

Cellular Market Area (CMA): CMA006 - Boston

Economic Area (BEA): BEA003 - Boston-Worcester-Lawrence-Lowell-Brockto

Regional Economic Area) REA: REA 1 - Northeast Regional PCS Area (RPC): RPC001 - Northeast

VHF Public Coast Station Areas (VPC): VPC001 - Northern Atlantic

Economic Area Grouping (EAG): EAG001 - Northeast Major Economic Area MEA: MEA001 - Boston

Public Safety Planning Region (PSR): PSR019 - ME, NH, VT, MA, RI, CT

The following is an extract of FCC market-based licenses for this location. Users should be aware that this extract does not delineate or otherwise identify partitioned licenses. Refer to FCC website(www.fcc.gov) for additional information on partitioned licenses.

Note # 1: Detailed Filer information (including contact data) can be obtained by checking this company's FCC Registration Number (FRN) at svartifoss2.fcc.gov/coresWeb/publicHome.do

Note # 2: Detailed FCC filing information can be obtained by checking this FCC Registration at http://wireless2.fcc.gov/UlsApp/AsrSearch/asrRegistrationSearch.jsp

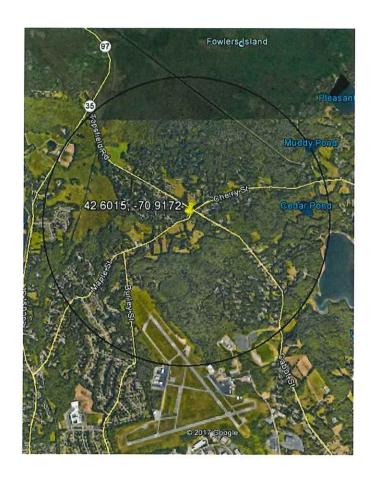
Note # 3: Detailed FAA filing information can be obtained by checking this FAA Study Number at https://oeaaa.faa.gov/oeaaa/external/portal.jsp

Note # 4: The JCSI Comprehensive Sites Database is assembled from tower owner and carrier information.

It contains details about towers and structures that are usually not reported in FCC or FAA records.

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Search Ring Evaluation



Site Name: Wenham

City/State: Wenham, MA

Date: 1/8/2018

Prepared for:



352 Park Street, Suite 106 N. Reading, MA 01864

Prepared by:



6900 Koll Center Parkway, Suite 401 Pleasanton, CA 94566 Tel: (925) 262-3850

E-mail: airsafety@caldwellcompliance.com





SEARCH RING DATA

Site Name:

Wenham

Structure Type:

Unknown

Search Ring Coordinates:

Lat: 42.6015° N

Long: -70.9172° W

Horizontal Datum:

NAD 83

LANDING FACILITIES AND NAVAID INFORMATION

Nearest public use or government use landing facility:

BVY Beverly Regional Airport

Type of landing facility:

Airport

Landing Facility Elevation:

107 Feet

Distance from center of search ring to facility:

.60 NM

Bearing from center of search ring to facility:

201°

Nearest electronic navigation facility:

BVY Beverly Regional LOC

Type of navigation facility:

Localizer Rwy 16

Distance from center of search ring to nav facility:

1.25 NM

Bearing from center of search ring to nav facility:

165°





SEARCH RING CANDIDATE SITES

Please see the attached maps in Appendix A.

The black circle represents the search ring.

The cyan arc on the map represents the Horizontal Surface. This imaginary surface is 150' above airport elevation (AAE) and extends outward from all the runway edges and ends a distance of 10,000. For the BVY airport the Horizontal Surface is at 257' AMSL. Penetration of the Horizontal Surface will result in a determination of Presumed Hazard to Air Navigation.

The red arc on the map represents the Conical Surface. This imaginary surface starts at the edge of the Horizontal Surface and rises at a 20:1 slope for an additional 4000'. The inner edge of the BVY airport Conical Surface begins at 257' AMSL and rises to an altitude of 457' AMSL. Penetration of the Conical Surface will result in a determination of Presumed Hazard to Air Navigation.

Massachusetts General Law Chapter 90 Section 35B states "No person shall erect or add to the height of any structure within a rectangular area lying fifteen hundred feet on either side of the extended center line of a runway or landing strip of an airport approved by the commission for a distance of two miles from the end of such runway or landing strip so that the height thereof will be more than one hundred and fifty feet above the level of such runway or landing strip, nor, within that portion of such area which is within a distance of three thousand feet from the end of such runway or landing strip, so that the height thereof will be greater than a height above the level of such runway or landing strip determined by the ratio of one foot vertically to every twenty feet horizontally measured from the end of such runway or landing strip, unless a permit therefor has been granted by the commission."

The purple box with an "X" at the end of runway 16/34 depicts the area 1500' on either side of the runway centerline and extending out 3000' from the end of the runway. The elevation of the box at the end of the runway equals the airport elevation, 107' AMSL at the BVY airport. The elevation of the end of the box furthest from the runway is 132' AMSL.





Search Ring Center

Candidate Site Coordinates: 42° 36′ 05.40″ N, 70° 55′ 01.92″ W Candidate Site Ground Elevation: 86' AMSL Maximum No Notice to FAA Required Height: 21' AGL or 107' AMSL 257' Maximum No Marking and Lighting Required Height: 171' or 171' 257' Maximum No Hazard Determination Height: or NOTE: The No Hazard determination, No Hazard with Conditions and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.

Candidate Site 1

Candidate Site Coordinates:	42° 37′ 00.34″ N, 70° 49′ 09.04″ W		
Candidate Site Ground Elevation:	42' AMSL		
Maximum No Notice to FAA Required Height:	169' AGL	or	211' AMSL
Maximum No Marking and Lighting Required Height:	200'	or	242'
Maximum No Hazard Determination Height:	326′	or	368'
NOTE: The No Hazard determination, No Hazard with Conditions and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.			÷

Candidate Site 2

Candidate Site Coordinates:	42° 37′ 11.01″ N, 70° 54′ 38.07″ W		
Ground Elevation:	54' AMSL		
Maximum No Notice to FAA Required Height: Maximum No Marking and Lighting Required Height: Maximum No Hazard Determination Height:	158' AGL 158' 241'	or or or	212' AMSL 212' 306'
NOTE: The No Hazard determination, No Hazard with Conditions and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.			





Candidate Site 3

42° 37′ 20.52″ N, 70° 55′ 26.22″ W Candidate Site Coordinates: **Ground Elevation:** 36' AMSL Maximum No Notice to FAA Required Height: 182' AGL 218' AMSL or Maximum No Marking and Lighting Required Height: 200' or 236' Maximum No Hazard Determination Height: 270' 306' or NOTE: The No Hazard determination and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.

Candidate Site 4

Candidate Site Coordinates:	42° 36′ 49.72″ N, 70° 54′ 35.03″ W		
Ground Elevation:	44′ AMSL		
Maximum No Notice to FAA Required Height:	149' AGL	or	193' AMSL
Maximum No Marking and Lighting Required Height:	200'	or	244'
Maximum No Hazard Determination Height:	263'	or	306'
NOTE: The No Hazard determination and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.			

Candidate Site 5

Candidate Site Coordinates:	42° 36′ 01.52″ N, 70° 53′ 59.94″ W		
Ground Elevation:	40′ AMSL		
Maximum No Notice to FAA Required Height: Maximum No Marking and Lighting Required Height: Maximum No Hazard Determination Height:	116' AGL	or	156' AMSL
	200'	or	240'
	215'	or	255'
NOTE: The No Hazard determination and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.			





Candidate Site 6

Candidate Site Coordinates: 42° 36′ 30.84″ N, 70° 55′ 32.50″ W Ground Elevation: 58' AMSL Maximum No Notice to FAA Required Height: 149' AGL or 207' AMSL Maximum No Marking and Lighting Required Height: 257' 199' or Maximum No Hazard Determination Height: 248' 306' or

NOTE: The No Hazard determination and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.

Candidate Site 7

Candidate Site Coordinates: 42° 36′ 2.18" N, 70° 55′ 19.04" W Ground Elevation: 62' AMSL Maximum No Notice to FAA Required Height: 45' AGL 107' AMSL Maximum No Marking and Lighting Required Height: 141' 186' or Maximum No Hazard Determination Height: 141' 186' or NOTE: The No Hazard determination and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.

Candidate Site 8

Candidate Site Coordinates: 42° 35′ 59.19″ N, 70° 54′ 53.96″ W Ground Elevation: 108' AMSL Maximum No Notice to FAA Required Height: 128' AMSL 20' AGL or Maximum No Marking and Lighting Required Height: 84' 192' Maximum No Hazard Determination Height: 192' 84' or NOTE: The No Hazard determination and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.





Candidate Site 9

Candidate Site Coordinates: 42° 35′ 46.94″ N, 70° 54′ 42.81″ W

Ground Elevation: 121' AMSL

Maximum No Notice to FAA Required Height: 20' AGL or 141' AMSL

Maximum No Marking and Lighting Required Height: 93' or 214'

Maximum No Hazard Determination Height: 93' or 214'

NOTE: The No Hazard determination and no lighting required heights are based solely on the proposed structure not exceeding Obstruction Standards. The FAA can make a marking and lighting requirement or issue a determination of Hazard to Air Navigation at their discretion.

NEAREST AM RADIO STATIONS

The nearest AM radio stations are:

WESX: 17.3 km from the center of the search ring on a bearing of 197°. WLYN: 17.3 km from the center of the search ring on a bearing of 197°. WROL: 19.4 km from the center of the search ring on a bearing of 199°.

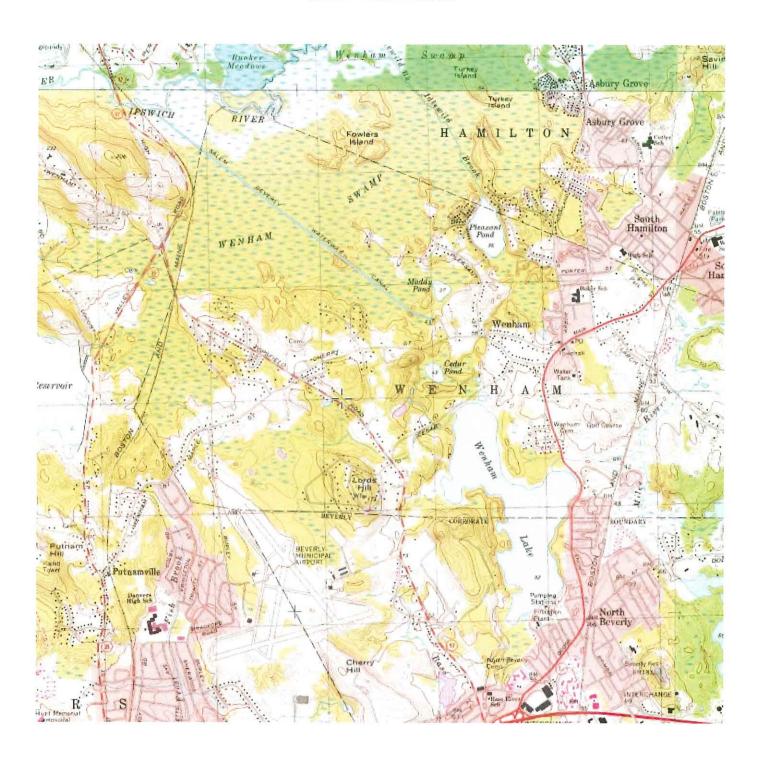
Report prepared using Airspace®2017 version 17.11.484 and TERPS® Professional software.

Date: 1/8/2018



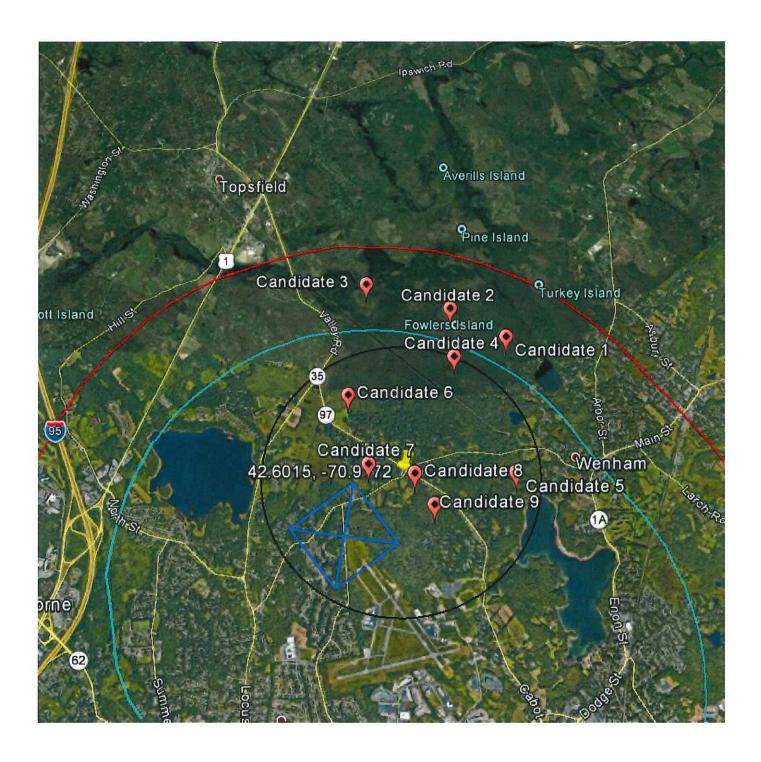


APPENDIX A: MAPS















12.3.9.3 Decision

The Planning Board shall render its decision after consideration of the following factors, in addition to those set forth in Section 13.4:

- 1) The plan promotes the more efficient use of land in harmony with its natural features, water courses, scenic areas, natural vistas, existing rural character, and similar community assets within the general intent of the Zoning By-Law and the long-range plan of the Town.
- The plan protects adjoining premises against serious detrimental effects by providing among other things, surface water drainage, sound and sight barriers, and preservation of views and light.
- 3) The plan provides for convenience and safety of vehicular and pedestrian movement within the site, and appropriate location of driveway openings in relation to traffic or to adjacent streets.
- 4) The plan provides for adequate methods of disposal of refuse and other wastes.
- 5) The plan provides for suitable architectural design and a favorable relationship of structures and open space to the natural landscape, barriers, and preservation of views and light.

12.3.9.4 Conditions

Dwelling units within the development shall be subject to appropriate conditions to assure their continued use for the purposes for which the special permit is granted. Construction must commence within one year of the granting of the approval. Construction must be completed within two years of its commencement unless otherwise provided for in the Special Permit or as amended by the Planning Board.

12.4 PERSONAL WIRELESS SERVICE FACILITIES

12.4.1 Purpose

It is the express purpose of this Section to minimize the visual and environmental impacts of a Personal Wireless Service Facility (PWSF). This Section enables the review and approval of PWSF by the Special Permit Granting Authority (SPGA) in keeping with the Town's existing By-Laws and historic development patterns, including the size and spacing of structures and open spaces. This Section is intended to be used in conjunction with other regulations adopted by the Town, including historic district regulations, site plan review, and other local By-Laws designed to encourage appropriate land use, environmental protection, and provision of adequate infrastructure development in Wenham.

The regulation of PWSFs is consistent with the purpose of the ongoing planning efforts of the Town to further the conservation and preservation of developed, natural and undeveloped areas, wildlife, flora and habitats for endangered species; balanced economic growth; the provision of adequate capital facilities; the coordination of the provision of adequate capital facilities with the achievement of other goals; and the preservation of historical, cultural, archaeological, architectural and recreational values.

12.4.2 Definitions

For the purposes of this Section, the following terms shall be defined as set forth below:

Above Ground Level (AGL): A measurement of height from the natural grade of a site to the highest point of a structure.

Antenna: The surface from which wireless radio signals are sent and received by a personal wireless service facility.

Camouflaged: A personal wireless service facility that is disguised, hidden, part of an existing or proposed structure or placed within an existing or proposed structure is considered "camouflaged." **Carrier**: A company that provides wireless services.

Co-location: The use of a single mount on the ground by more than one carrier (vertical co-location) and/or several mounts on an existing building or structure by more than one carrier.

Cross-polarized (or dual-polarized) antenna: A low mount that has three panels flush mounted or attached very close to the shaft.

Elevation: The measurement of height above sea level.

Equipment Shelter: An enclosed structure, cabinet, shed, or box at the base of the mount within which are housed batteries and electrical equipment.

Fall Zone: The area on the ground within a prescribed radius from the base of a personal wireless service facility. The fall zone is the area within which there is a potential hazard from falling debris (such as ice) or collapsing material.

Functionally Equivalent Services: Cellular, Personal Communication Services (PCS), Enhanced Specialized Mobile Radio, Specialized Mobile Radio and Paging.

Guyed Tower: A monopole or lattice tower that is tied to the ground or other surface by diagonal cables. **Lattice Tower:** A type of mount that is self-supporting with multiple legs and cross-bracing of structural steel.

Licensed Carrier: A company authorized by the FCC to construct and operate a commercial mobile radio services system.

Monopole: The type of mount that is self-supporting with a single shaft of wood, steel or concrete and a platform (or racks) for panel antennas arrayed at the top.

Mount: The structure or surface upon which antennas are mounted, including the following four types of mounts:

- 1) Roof-mounted. Mounted on the roof of a building.
- 2) Side-mounted. Mounted on the side of a building.
- 3) Ground-mounted. Mounted on the ground,
- 4) Structure-mounted. Mounted on a structure other than a building.

Omnidirectional (whip) antenna: A thin rod that beams and receives a signal in all directions.

Panel Antenna: A flat surface antenna usually developed in multiples.

Personal Wireless Service Facility: Facility for the provision of personal wireless services, as defined by the Telecommunications Act of 1996.

Personal Wireless Services: The three types of services regulated by this Section as defined above as Functionally Equivalent Services and as defined by the Telecommunications Act of 1996 as commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services.

Radiofrequency (RF) Engineer: An engineer specializing in electrical or microwave engineering, especially the study of radiofrequencies.

Radiofrequency Radiation (RFR): The emissions from PWSFs.

Security Barrier: A locked, secure wall, fence, or berm that completely seals an area from unauthorized entry or trespass.

Separation: The distance between one carrier's array of antennas and another carrier's array. **Special Permit Granting Authority (SPGA)**: the Planning Board for the purposes of this Section.

12.4.3 Regulations

A PWSF shall require a building permit in all cases and may be permitted as follows:

12.4.3.1

A PWSF may locate on any existing guyed tower, lattice tower, monopole, electric utility transmission tower, fire tower or water tower, provided that the installation of the new facility does not increase the height of the existing structure except as provided herein. Such installations shall not require a special permit but shall require site plan approval by the Planning Board.

12.4.3.2

A PWSF involving construction of one or more ground or building (roof or side) mounts shall require a special permit. Such facilities may locate by special permit in all zoning districts within the Town, provided that the proposed use complies with the height and setback requirements and all of the special permit standards set forth herein.

12.4.3.3

A PWSF that exceeds the height restrictions of this Section may be permitted by special permit in accordance with Section 0, below.

12.4.4 Location

Applicants seeking approval for a PWSF shall comply with the following:

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If feasible, a PWSF shall be located on existing structures, including but not limited to buildings, water towers, existing telecommunications facilities, utility poles and towers, and related facilities, provided that such installation preserves the character and integrity of those structures. In particular, applicants are urged to consider use of existing telephone and electric utility structures as sites for one or more PWSFs. The applicant shall have the burden of proving that there are no feasible existing structures upon which to locate.

12.4.4.2

If the applicant demonstrates that it is not feasible to locate it on an existing structure, a PWSF shall be designed so as to be camouflaged to the greatest extent possible, including but not limited to: use of compatible building materials and colors, screening, landscaping and placement within trees.

12.4.4.3

The applicant shall submit documentation of the legal right to install and use the proposed facility mount at the time of application for a Building Permit and/or Special Permit.

12.4.5 Height Requirements

A PWSF shall comply with the following requirements:

12.4.5.1 Height, General

Regardless of the type of mount, PWSFs shall be no higher than ten feet above the average height of buildings within 200 feet of the proposed facility. In addition, the height of a PWSF shall not exceed by more than ten feet the height limits of the zoning district in which the facility is proposed to be located, unless the facility is completely camouflaged such as within a flagpole, steeple, chimney, or similar structure. A PWSF may locate on a building that is legally non-conforming with respect to height, provided that the facility does not project above the existing building height.

12.4.5.2 Height, Ground-Mounted Facilities

A ground-mounted PWSF shall not project higher than ten feet above the average building height of buildings within 200 feet, or, if there are no buildings within 200 feet, these facilities shall not project higher than ten feet above the average tree canopy height, measured from ground level. If there are no buildings within 200 feet of the proposed site of the facility, all ground-mounted PWSFs shall be surrounded by dense tree growth to screen views of the facility in all directions. These trees may be existing on the subject property or planted on site.

12.4.5.3 Height, Side- and Roof-Mounted Facilities

Side- and roof-mounted PWSFs shall not project more than ten feet above the height of an existing building nor project more than ten feet above the height limit of the zoning district within which the facility is located.

12.4.5.4 Height, Existing Structures

New antennas located on any of the following structures existing on the effective date of this By-Law shall be exempt from the height restrictions of this By-Law provided that there is no increase in height of the existing structure as a result of the installation of a PWSF: Water towers, guyed towers, lattice towers, fire towers, and monopoles.

12.4.5.5 Height, Existing Structures (Utility)

New antennas located on any of the following existing structures shall be exempt from the height restrictions of this By-Law provided that there is no more than a twenty foot (20') increase in the height of the existing structure as a result of the installation of a personal wireless service facility: electric transmission and distribution towers, telephone poles and similar existing utility structures.

12.4.5.6 Height, Wireless Facility Overlay Districts

In the Personal Wireless Services Facility Overlay District (herein designated as the Personal Wireless Services Facility Overlay District on the Town zoning map), PWSFs of up to 180 feet in height may be permitted by Special permit. This District consists of the parcels of property described in Personal Wireless Facility Overlay District Parcels –dated November 14, 2000, attached to and made a part of this By-Law. Monopoles are the preferred type of mount for such taller structures. Such structures shall comply with all setback and special permit regulations set forth in this By-Law.

12.4.6 Other Dimensional Requirements

All PWSFs and their equipment shelters shall comply with the building setback provisions of the zoning district in which the facility is located. In addition, the following setbacks shall be observed:

12.4.6.1

In order to ensure public safety, the minimum distance from the base of any ground-mounted personal wireless service facility to any property line, road, habitable dwelling, business or institutional use, or public recreational area shall be at least one-half the height of the facility/mount, including any antennas or other appurtenances. This setback is considered a "fall zone".

12.4.6.2

In the event that an existing structure is proposed as a mount for a personal wireless service facility, a fall zone shall not be required, but the setback provisions of the zoning district shall apply. In the case of pre-existing non-conforming structures, PWSFs and their equipment shelters shall not increase any non-conformities.

12.4.6.3

In addition, no ground mounted facility shall be located less than 200 feet from a neighboring residential building.

12.4.6.4 Flexibility

In reviewing a special permit application for a personal wireless service facility, the Planning Board may reduce the required fall zone and/or setback distance of the zoning district by as much as 50% of the required distance, if it finds that a substantially better design will result from such reduction. In making such a finding, the Planning Board shall consider both the visual and safety impacts of the proposed use.

12.4.7 Camouflage Standards

PWSFs will be located so as to have the least visibility and the least impact on community character. A PWSF shall be camouflaged as follows:

12.4.7.1 Camouflage by Existing Buildings or Structures

When a personal wireless service facility extends above the roof height of a building on which it is mounted, every effort shall be made to conceal the facility within or behind existing architectural features to limit its visibility from public ways. Facilities mounted on a roof shall be stepped back from the facade in order to limit their impact on the building's silhouette.

12.4.7.2 Camouflage by Consistent Material

PWSFs which are side mounted shall blend with the existing building's architecture and, if over 5 square feet, shall be painted or shielded with material which is consistent with the design features and materials of the building.

12.4.7.3 Camouflage by Vegetation

If PWSFs are not camouflaged from public viewing areas by existing buildings or structures, they shall be surrounded by buffers of dense tree growth and understory vegetation in all directions to create an effective year-round visual buffer. Ground-mounted PWSFs shall provide a vegetated buffer of sufficient height and depth to effectively screen the facility. Trees and vegetation may be existing on the subject property or installed as part of the proposed facility or a combination of both. The SPGA shall approve the types of trees and plant materials and depth of the needed buffer based on site conditions.

Vegetation will be maintained with respect to depth, height, density and speciation according to the requirements of the SPGA

12.4.7.4 Color

- 1) PWSFs which are side-mounted on buildings shall be painted or constructed of materials to match the color of the building material directly behind them.
- 2) To the extent that any PWSFs extend above the height of the vegetation immediately surrounding it, they shall be painted in a light grey or light blue hue which blends with sky and clouds.

12.4.8 Equipment Shelters

Equipment Shelters for PWSFs shall be designed consistent with one of the following design standards:

- 1) Equipment shelters shall be located in underground vaults; or
- 2) Equipment shelters shall be designed consistent with local architectural styles and materials; or
- 3) Equipment shelters shall be camouflaged behind an effective year-round landscape buffer, equal to the height of the proposed building, and/or a wooden fence. The SPGA shall approve the style of fencing and/or landscape buffer that is compatible with the neighborhood.

12.4.9 Lighting, Signage and Security

12.4.9.1 PWSFs shall be lighted only if required by the Federal Aviation Administration (FAA)

Lighting of equipment structures and any other facilities on site shall be shielded from view from abutting properties. There shall be total cut-off of all light at the property lines of the parcel to be developed.

12.4.9.2 Signs

Shall be limited to those needed to identify the property and the owner and warn of any danger. All signs shall comply with the requirements of the Town's sign regulations.

12.4.9.3 Security

All ground mounted PWSFs shall be surrounded by a security barrier.

12.4.10 Historic Buildings and Districts

12.4.10.1

Any PWSFs located on or within an historic structure in the Historic District shall not alter the characterdefining features, distinctive construction methods, or original historic materials of the building.

12.4.10.2

Any alteration made to an historic structure to accommodate a PWSF shall be fully reversible.

12.4.10.3

PWSFs within an historic district shall be concealed within or behind existing architectural features, or shall be located so that they are not visible from public roads and viewing areas within the district.

12.4.11 Environmental Standards

12.4.11.1

PWSFs shall not be located in wetlands. Locating of wireless facilities in wetland buffer areas shall be avoided whenever possible and disturbance to wetland buffer areas shall be minimized.

12.4.11.2

No hazardous waste shall be discharged on the site of any PWSF. If any hazardous materials are to be used on site, there shall be provisions for full containment of such materials. An enclosed containment area shall be provided with a sealed floor, designed to contain at least 110% of the volume of the hazardous materials stored or used on the site.

12.4.11.3

Storm water run-off shall be contained on-site.

12.4.11.4

Ground-mounted equipment for PWSFs shall not generate noise in excess of 50 db at the property line.

12.4.11.5

Roof-mounted or side-mounted equipment for PWSFs shall not generate noise in excess of 50 db at ground level at the base of the building on which the antenna is affixed.

12.4.11.6

Applicants shall certify in writing that should any complaint of electronic or electromagnetic interference with other electronic devices be received, the applicant shall immediately exercise its responsibility to remedy such interference.

12.4.11.7

The special permit shall remain valid only so long as the structure is maintained in good operating condition as determined by the Building Inspector, and the grounds and natural screening are maintained as required by the SPGA.

12.4.12 Safety Standards

Radiofrequency Radiation (RFR) Standards. All equipment proposed for a PWSF shall be authorized per the FCC Guidelines for Evaluating the Environmental Effects of Radiofrequency Radiation (FCC Guidelines).

12.4.13 Special Permit Granting Authority (SPGA)

The Special Permit Granting Authority (SPGA) for PWSFs shall be the Planning Board. Where proposed construction is subject to both site plan review and a special permit, the SPGA will attempt to conduct both processes simultaneously, using the time limits of the special permit process to cover both reviews.

12.4.14 Pre-Application Conference

Prior to the submission of an application for a special permit under this regulation, the applicant is strongly encouraged to meet with the Planning Board at a public meeting to discuss the proposed PWSF in general terms and to clarify the filing requirements.

12.4.14.1 Pre-Application Filing Requirements

The purpose of the conference is to inform the Planning Board as to the preliminary nature of the proposed PWSF. As such, no formal filings are required for the pre-application conference. However, the applicant is encouraged to prepare sufficient preliminary architectural and/or engineering drawings to inform the SPGA of the location of the proposed facility, as well as its scale and overall design.

12.4.15 Application Filing Requirements

Applications for a special permit for all PWSFs shall include the items identified in the subsections below. Ten (10) copies of the application for special permit shall be filed with the Planning Board.

12.4.15.1 General Filing Requirements

- 1) Application fee for Special Permit.
- 2) An amount of money to be placed in an engineering review escrow account. The Planning Board may enact regulations setting such fees.
- 3) Name, address, and telephone number of applicant and any co applicants as well as any agents for the applicant or co-applicants. Co-applicants may include the landowner of the subject property, licensed carriers, and tenants for the PWSF. A licensed carrier shall either be an applicant or a co-applicant.
- 4) Original signatures for the applicant and all co-applicants applying for the special permit. If the applicant or co-applicant will be represented by an agent, original signature authorizing the agent to represent the applicant and/or co-applicant. Photo reproductions of signatures will not be accepted.
- 5) A copy of the lease agreement, if any.

12.4.15.2 PWSF on Municipal Property

If a free-standing, exterior PWSF is to be placed on municipal property the following conditions must be satisfied:

- 1) Certificate of Insurance for liability coverage in the amount of \$1,000,000 must be provided naming the Town as an additional insured, such certificate to be presented to the Town annually.
- An agreement whereby the user indemnifies and holds the Town harmless against any claims for injury or damage resulting from or arising out of the use or occupancy of the Town owned property by the user.
- 3) A surety bond in a reasonable amount determined and approved by the Planning Board shall be in force to cover removal of a PWSF and restoration of the site to the condition that the premises were in at the onset of the lease, when use of said facility becomes discontinued or obsolete. The amount is to be payable to the Town in the event that the user breaches the agreement in Section I, below.

12.4.15.3 Location Filing Requirements

- 1) Identify the subject property by name of the nearest road or roads, and street address, if any.
- 2) Tax map and parcel number of subject property.
- 3) Zoning district designation for the subject parcel (Submit copy of Town zoning map with parcel identified).
- 4) A line map to scale showing the lot lines of the subject property and all properties within 300 feet and the location of all buildings, including accessory structures, on all properties shown.

- 5) A town-wide map showing the other existing PWSFs in the Town and outside the Town within one mile of its corporate limits.
- 6) The proposed locations of all existing and proposed future PWSFs in the Town on a Town-wide map for this carrier.

12.4.15.4 Siting Filing Requirements

One inch-equals-40 feet (or other if pre-approved by the SPGA) vicinity plan showing the following:

- 1) Property lines for the subject property.
- 2) Tree cover on the subject property and adjacent properties within 300 feet, by predominant species and average height, as measured by or available from a verifiable source.
- 3) Outline of all existing buildings, including purpose (e.g. residential buildings, garages, accessory structures, etc.) on subject property and all adjacent properties within 300 feet.
- 4) Proposed location of antenna, mount, and equipment shelter(s).
- 5) Proposed security barrier, indicating type and extent as well as point of controlled entry.
- 6) Location of all roads, public, and private, on the subject property and on all adjacent properties within 300 feet including driveways proposed to serve the PWSF.
- 7) Distances, at grade, from the proposed PWSF to each building on the vicinity plan.
- 8) Contours at each two feet above mean sea level (AMSL) for the subject property and adjacent properties within 300 feet.
- 9) All proposed changes to the existing property, including grading, vegetation removal and temporary or permanent roads and driveways.
- 10) Representations, dimensioned and to scale, of the proposed mount, antennas, equipment shelters, cable runs, parking areas and any other construction or development attendant to the PWSF.
- 11) Lines representing the sight line showing viewpoint (point from which view is taken) and visible point (point being viewed) from "Sight Lines" sub-section b. immediately below.

12.4.15.5 Sight lines and photographs as described below.

- 1) Sight line representation. A sight line representation shall be drawn from any public road within 300 feet and the closest facade of each residential building (viewpoint) within 300 feet to the highest point of the PWSF. Each sight line shall be depicted in profile, drawn at one inch equals 40 feet. The profiles shall show all intervening trees and buildings. In the event there is only one residential building within 300 feet there shall be at least two sight lines from the closest habitable structures or public roads, if any.
- 2) Existing (before condition) photographs. Each sight line shall be illustrated by one four-inch by six-inch color photograph of what can currently be seen from any public road within 300 feet.
- 3) Proposed (after condition). Each of the existing condition photographs shall have the proposed PWSF superimposed on it to show what will be seen from public roads if the proposed PWSF is built.
- 4) Siting elevations, or views at-grade from the north, south, east and west for a 50-foot radius around the proposed PWSF plus from all existing public and private roads that serve the subject property. Elevations shall be at either one-quarter inch equals one foot or one-eighth inch equals one foot scale and show the following:
 - A) Antennas, mounts and equipment shelter(s), with total elevation dimensions and AGL of the highest point.
 - b) Security barrier. If the security barrier will block views of the PWSF, the barrier drawing shall be cut away to show the view behind the barrier.

- c) Any and all structures on the subject property.
- d) Existing trees and shrubs at current height and proposed trees and shrubs at proposed height at time of installation, with approximate elevations dimensioned.
- e) Grade changes, or cuts and fills, to be shown as original grade and new grade line, with two-foot contours above mean sea level.

12.4.15.6 Design Filing Requirements

- 1) Equipment brochures for the proposed PWSF such as manufacturer's specifications or trade journal reprints shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any.
- 2) Materials of the proposed PWSF specified by generic type and specific treatment (e.g., anodized aluminum, stained wood, painted fiberglass, etc.). These shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any.
- 3) Colors of the proposed PWSF represented by a color board showing actual colors proposed. Colors shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any.
- 4) Dimensions of the PWSF specified for all three directions: height, width and breadth. These shall be provided for the antennas, mounts, equipment shelters and security barrier, if any.
- 5) Appearance shown by at least two photographic superimpositions of the PWSF within the subject property. The photographic superimpositions shall be provided for the antennas, mounts, equipment shelters, cables as well as cable runs, and security barrier, if any, for the total height, width and breadth.
- 6) Landscape plan including existing trees and shrubs and those proposed to be added, identified by size of specimen at installation and species.
- 7) Within 30 days of the pre-application conference, or within 21 days of filing an application for a Special permit, the applicant shall arrange for a balloon or crane test at the proposed site to illustrate the height of the proposed facility. The date, time and location of such test shall be advertised in a newspaper of general circulation in the Town at least 14 days, but not more than 21 days prior to the test.
- 8) If lighting of the site is proposed, the applicant shall submit a manufacturer's computer-generated point-to-point printout, indicating the horizontal footcandle levels at grade, within the property to be developed and twenty-five (25) feet beyond the property lines. The printout shall indicate the locations and types of luminaires proposed.

12.4.15.7 Noise Filing Requirements

The applicant shall provide a statement listing the existing and maximum future projected measurements of noise from the proposed PWSFs, measured in decibels Ldn (logarithmic scale, accounting for greater sensitivity at night), for the following:

- 1) Existing, or ambient: the measurements of existing noise.
- Existing plus proposed PWSFs: maximum estimate of noise from the proposed PWSF plus the existing noise environment.
- Such statement shall be certified and signed by an acoustical engineer, stating that noise measurements are accurate and meet the Noise Standards of this By-Law.

Updated April 2, 2016

12.4.15.8 Radiofrequency Radiation (RFR) Filing Requirements

The applicant shall provide a statement listing the existing and maximum future projected measurements of RFR from the proposed PWSF, for the following situations:

- 1) Existing, or ambient: the measurements of existing RFR.
- 2) Existing plus proposed PWSFs: maximum estimate of RFR from the proposed PWSF plus the existing RFR environment.
- 3) Certification signed by a RF engineer, stating that RFR measurements are accurate and meet FCC Guidelines as specified in the Radiofrequency Radiation Standards sub-section of this By-Law.

12.4.16 Co-location

Licensed carriers shall share PWSFs and sites where feasible and appropriate, thereby reducing the number of PWSFs that are stand-alone facilities. All applicants for a special permit for a PWSF shall demonstrate a good faith effort to co-locate with other carriers. Such good faith effort includes:

- 1) A survey of all existing structures that may be feasible sites for co-locating PWSFs;
- 2) Contact with all the other licensed carriers for commercial mobile radio services operating in the County; and
- 3) Sharing information necessary to determine if co-location is feasible under the design configuration most accommodating to co-location.

In the event that co-location is found to be not feasible, a written statement of the reasons for the infeasibility shall be submitted to the SPGA. The SPGA may retain a technical expert in the field of RF engineering to verify if co-location at the site is not feasible or is feasible given the design configuration most accommodating to co-location. The cost for such a technical expert will be at the expense of the applicant. The SPGA may deny a Special permit to an applicant that has not demonstrated a good faith effort to provide for co-location. If the applicant does intend to co-locate or to permit co-location, the SPGA shall request drawings and studies which show the ultimate appearance and operation of the PWSF at full build-out. If the SPGA approves co-location for a PWSF site, the special permit shall indicate how many facilities of what type shall be permitted on that site. Facilities specified in the Special permit approval shall require no further zoning approval. However, the addition of any facilities not specified in the approved Special permit shall require a new Special permit. Estimates of RFR emissions will be required for all facilities, including proposed and future facilities.

12.4.17 Modifications

A modification of a PWSF may be considered equivalent to an application for a new PWSF and will require a Special permit when the applicant and/or co-applicant wants to alter the terms of the Special permit by changing the PWSF in one or more of the following ways:

- 1) Change in the number of facilities permitted on the site;
- 2) Change in technology used for the PWSF;
- The applicant and/or co-applicant wants to add any equipment or additional height not specified in the original design filing.

12.4.18 Monitoring and Maintenance

After the PWSF is operational, the applicant shall submit, within 90 days of beginning operations, and at annual intervals from the date of issuance of the Special Permit, existing measurements of RFR from the PWSF. Such measurements shall be signed and certified by a RF engineer, stating that RFR measurements are accurate and meet FCC Guidelines as specified in the Radiofrequency Standards section of this By-Law.

After the PWSF is operational, the applicant shall submit, within 90 days of the issuance of the Special permit, and at annual intervals from the date of issuance of the special permit, existing measurements of noise from the PWSF. Such measurements shall be signed by an acoustical engineer, stating that noise measurements are accurate and meet the Noise Standards sub-section of this By-Law. The applicant and co-applicant shall maintain the entire PWSF in good condition. Such maintenance shall include, but shall not be limited to, painting, structural integrity of the mount and security barrier, and maintenance of the buffer areas and landscaping.

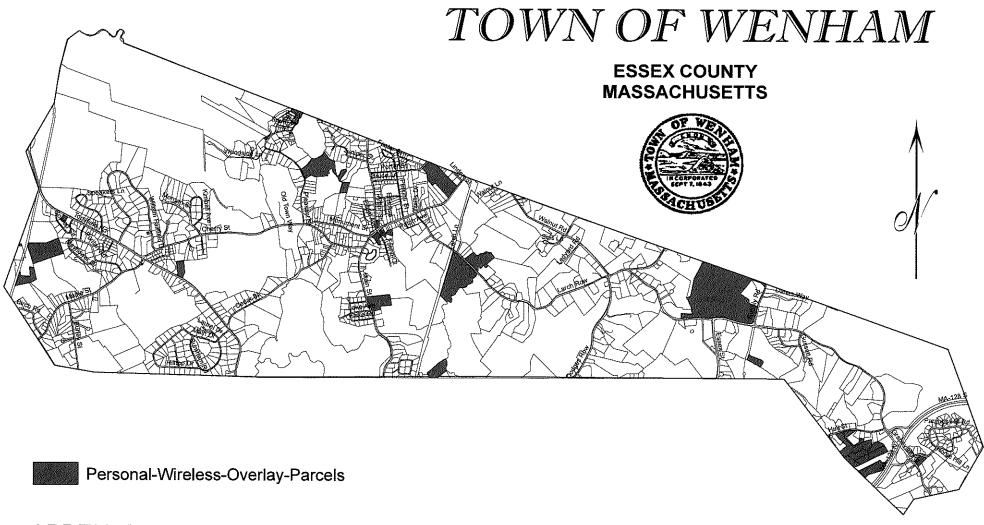
12.4.19 Abandonment or Discontinuance of Use

At such time that a licensed carrier plans to abandon or discontinue operation of a PWSF, such carrier will notify the SPGA by certified U.S. mail of the proposed date of abandonment or discontinuance of operations. Such notice shall be given no less than 60 days prior to abandonment or discontinuance of operations. In the event that a licensed carrier fails to give such notice, the PWSF shall be considered abandoned upon such discontinuance of operations.

Upon abandonment or discontinuance of use, the carrier shall physically remove the PWSF within 90 days from the date of abandonment or discontinuation of use. "Physically remove" shall include, but not be limited to: Removal of antennas, mount, equipment shelters and security barriers from the subject property; Proper disposal of the waste materials from the site in accordance with local and state solid waste disposal regulations; and Restoring the location of the PWSF to its natural condition, except that any landscaping and grading shall remain in the after-condition. If a carrier fails to remove a PWSF in accordance with this section of this By-Law, the Town shall have the authority to enter the subject property and physically remove the facility. The Planning Board shall require the applicant to post a bond at the time of construction to cover costs for the removal of the PWSF in the event the Town must remove the facility.

12.4.20 Construction or Replacement of Existing Towers and Monopoles

Except as otherwise allowed herein, guyed towers, lattice towers, utility towers and monopoles in existence at the time of adoption of this By-Law may be reconstructed, altered, extended or replaced on the same site by Special Permit, provided that the Planning Board finds that such reconstruction, alteration, extension or replacement will not be substantially more detrimental to the neighborhood and/or the Town than the existing structure. In making such a determination, the Planning Board shall consider whether the proposed reconstruction, alteration, extension, or replacement will create public benefits such as opportunities for co-location, improvements in public safety, and/or reduction in visual and environmental impacts. No reconstruction, alteration, extension, or replacement shall exceed the height of the existing facility by more than twenty (20) feet.



APPENDIX B
PERSONAL WIRELESS OVERLAY PARCELS

Data shown on this map is provided for planning and informational purposes only. The Town of Wenham is not responsible for any use for other purposes or misuse or misrepresentation of this map.



May 3, 2018



Iron Rail Potential Cell Tower Site

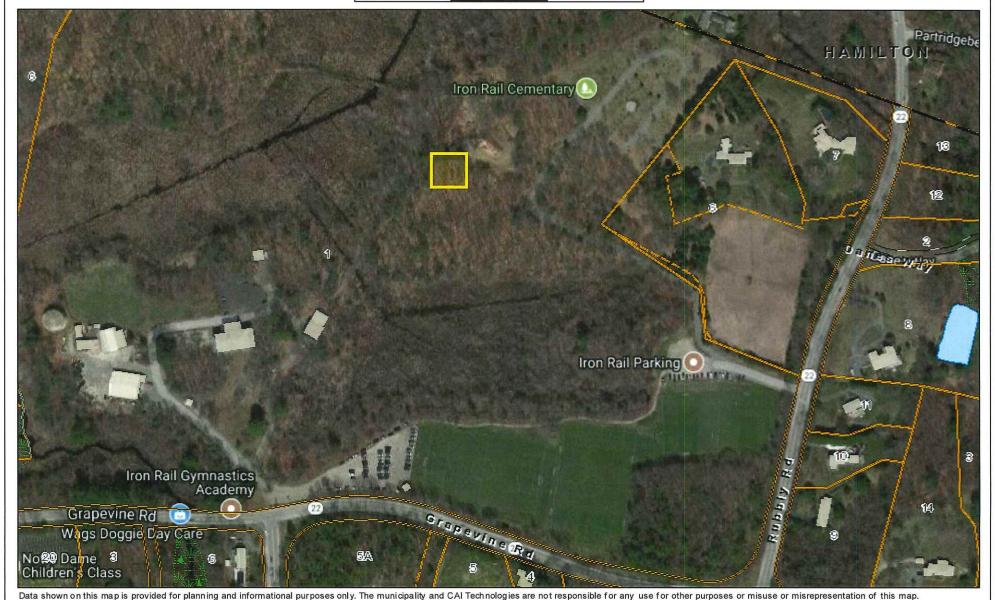
CAI Technologies

Wenham, MA

1 inch = 268 Feet



www.cai-tech.com







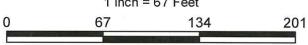
Iron Rail Potential Cell Tower Site

CAI Technologies

Wenham, MA

May 3, 2018 1 inch = 67 Feet

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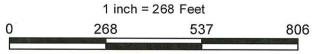


Iron Rail Potential Cell Tower Site

Wenham, MA



May 3, 2018



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