



Town of Wenham
BOARD OF SELECTMEN

AGENDA

Tuesday September 25th

6:00 PM

Wenham Town Hall – 138 Main Street

Notice of public meeting as required by M.G.L. Chpt.30 §18-28

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

6:00 P.M.

WELCOME: Call to order

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

- Wenham Call Firefighters Association

6:30 P.M.

PUBLIC INPUT: ITEMS NOT ON THE AGENDA

ANNOUNCEMENTS

JC

1. Fall 2018 BOH Flu Vaccine Clinics

6:35 P.M.

REPORTS

TOWN ADMINISTRATOR – Update

CHAIRMAN

SELECTMEN

6:45 P.M.

CONSENT AGENDA

CH

A. Approval of Minutes

- Open Session: September 11, 2018
- Executive Session: September 11, 2018 (1); September 11, 2018 (2)

B. Acceptance of 375th Anniversary Donations

6:50 P.M.

NEW BUSINESS

C. Consideration of Request from Middlewood Drive Residents for Town Removal of Snow and Provision of Refuse Collection on Private Way (10 minutes)

JC

D. Consideration of Request from Middlewood Drive Residents to Impose 15 MPH Speed Limit on Private Way (5 minutes)

CH

E. Letter of Support for 40 Hull Street Habitat for Humanity Project and Authorization to Execute Comprehensive Permit Application to DHCD (10 minutes)

JC

F. Review of FY20 Budget Guidelines (10 minutes)

CH

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

CH

7:25 P.M.

EXECUTIVE SESSION

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

- Maple Woods
- 253 Larch Row

8:30 P.M.

ANTICIPATED ADJOURNMENT

ANNOUNCEMENTS – BOARD OF SELECTMEN MEETING – *September 25, 2018*
John Clemenzi

1. Fall 2018 BOH Flu Vaccine Clinics

The Hamilton & Wenham Boards of Health are offering 3 opportunities to get your flu shot this fall. The first flu vaccine clinic will be held Wednesday, October 3rd from 3:00pm – 6:00pm at the Hamilton Senior Center. Our Wenham clinic will be held at Buker Elementary School on Wednesday, October 17th from 4:00 – 7:00pm. The final clinic will be held Friday, November 30th from 3:00 – 6:00pm at the Hamilton Senior Center. Flu Vaccine Clinics are opened to anyone age 4 and older. The vaccine is free to everyone. Bring your insurance cards for potential reimbursement. Wear short or loose fitting sleeves. Call the Wenham Board of Health with questions at 978-468-5520 x4.

Three Flu Vaccine Clinic's Scheduled



Sponsored by the Hamilton & Wenham Board of Health

**October 3rd from 3:00 p.m. to 6:00 p.m.
Hamilton Senior Center – 299 Bay Road**

**October 17th from 4:00 p.m. to 7:00 p.m.
Wenham Buker Elementary School - 1 School Street**

**November 30th from 3:00 p.m. to 6:00 p.m.
Hamilton Senior Center - 299 Bay Road**

- **Clinics are opened to 4 years of age and older**
- **Vaccine is free to everyone**
- **Please bring insurance cards**
- **Wear short sleeves or loose fitting sleeves**

For Questions Contact:

**Hamilton Board of Health 978-468-5579
or
Wenham Board of Health 978-468-5520 x4**

BOARD OF SELECTMEN MEETING

September 25, 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 25, 2018

Personnel

We have hired a new DPW Driver/Operator, Jonathan Keyes, who is set to begin work next week. This week, we are conducting interviews with a number of candidates to fill the part-time Finance Assistant & Payroll Coordinator and two full-time Police Officer positions and hope to fill those vacancies as early in October as possible.

Enon One Ceremony

Our historic hand pumper was delivered this past weekend. Landscaping work around the new structure will be completed in the next 2 weeks. To commemorate its return to Town, a formal ribbon cutting ceremony is set to take place at its new home behind Town Hall on Saturday October 13.

Pingree Park Public Garden

Last week, the Hamilton-Wenham Garden Club completed their initial planting work at the Pingree Park Public Garden. Our DPW did a tremendous amount of site work, including preparing the soil, excavating the paths, installing the edging and boulders, clearing brush, and running a new water line down from the maintenance building. Our Tree Warden coordinated removing several trees, completing safety pruning, and planting a few new trees. It has been an outstanding group effort to date! More plantings and some additional site amenities such as benches and a picnic table are planned for next spring.

Municipal Vulnerability Preparedness

The Town was originally awarded \$20k in grant funding in May 2018 through this program to go through the Municipal Vulnerability Preparedness planning process and to update our Hazard Mitigation Plan. The state recently approved an increase in our grant award to \$25k to fully cover all project costs. After reviewing consultant submittals and conducting interviews, we have selected Weston & Sampson to take the lead on this work over the next several months. Once we have attained the MVP designation and have an approved HMP in place, we will then be eligible for both MVP Action and FEMA grant funding for priority infrastructure projects to address the priorities identified through this process.

Positive West Nile Vims Mosquito Tests

We had 1 new positive mosquito test for West Nile Virus at the Iron Rail property last week. Previously, we had 2 such positive tests at this location at the beginning of the month. The Board of Health continues to encourage all residents to take preventative action against mosquito bites through the end of the season (until after the first hard frost) as the entire state remains at the Moderate risk level. Mosquito prevention information has been posted at Pingree Park Playground and parking lot; Iron Rail fields and tenant parking; WVIS Tennis Courts and playground; and the Buker fields and playground; and all relevant school officials have been notified. The Board of Health will be meeting on this matter in Town Hall tomorrow morning at 8AM.

BOARD OF SELECTMEN MEETING

September 25, 2018

CONSENT AGENDA

Draft Motion:

I move to approve items A and B in the Consent Agenda as presented, excluding the Executive Session meeting minutes from September 11 which will be presented for approval at a future meeting.

BOARD OF SELECTMEN MEETING

September 25, 2018

CONSENT AGENDA

A.

Meeting Minutes

Open Session:

September 11, 2018

Executive Session:

September 11, 2018 (1) - Placeholder

September 11, 2018 (2) - Placeholder

TOWN OF WENHAM
Board of Selectmen
Meeting of September 11, 2018
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday September 11, 2018 at 5 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 5:05 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 - Maple Woods

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

The Selectmen returned to open session at 6:30 pm.

Executive Session - Finance Director / Treasurer/Collector

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, Finance Director/ Treasurer-Collector, and to return to open session. The motion carried unanimously by roll call vote.

The Selectmen returned to open session at 6:45 pm.

Public Input

Trudy Reid, Topsfield Road, spoke on behalf of the 375th Anniversary Committee and recognized those on the Anniversary Committee for their work and dedication, residents that attended the parade, and those that volunteered that day, all of which made the parade/Community Day a success. Ms. Reid thanked the BOS, Town Administrator, and town staff for their support. Ms. Reid announced the Mock Town Meeting would be in December.

The BOS thanked the Committee for their hard work which made the 375th celebration so successful.

Win Dodge, Porter Street, was present spoke on behalf of the entire Dodge Family and thanked those involved in putting together the Win Dodge Memorial at the Iron Rail property. He observed there were 4 plaques within the memorial that depicted Al Dodge's life service to the Town, known as "Man of Many Trees".

Tree Warden (50 years)

Iron Rail property purchase

Boy Scouts 1929 Eagle Scout

Town Boards/Committees including the Iron Rail Commission

Win Dodge noted that Albi Dodge himself planted hundreds of trees and in honor of Al Dodge, the Dodge family wishes to continue his legacy with the Al Dodge Memorial Tree Planting Fund.

Understanding that the Tree Warden's budget is tight this restricted gift account fund would be specifically for the purchase and planting of trees over and above the regular appropriations. If approved, the Dodge family proposed to start the fund with a \$5,000 donation.

The Selectmen were appreciative and in support that the Al Dodge Memorial Tree Planting be established.

Keith Rice 128 Haverhill Road Topsfield, identified himself as a 30-year employee of National Grid Gas Company now on strike and that he was present as a representative the union to provide an update to the Town. He stated that the Union has observed safety infractions and safety concerns with work the replacement workers have done and requested an appointment to speak further with the Town Administrator regarding the Unions concerns.

Mr. Rice was asked to contact Mr. Lombardi to schedule a meeting.

Ms. Harrison noted that the format of the agenda has been changed. In an effort to be more efficient with meeting time, the reading of the announcements would be read by one Selectman, to be rotated for each meeting and a Consent Agenda has been added for routine items that do not require a lot of discussion. Any Consent Agenda item may be discussed.

Announcements – Additional information is available on the Town's Web site.

- o Household Hazardous Waste Collection Day – Saturday September 22nd, Hamilton DPW, Bay Road
- o Reduction in Water Conservation Restrictions effective August 29, 2018; sprinklers allowed 5 pm to 9 am.
- o Age Friendly Survey of Residents Ages 50 & Over Available at COA, Town Hall & Library; the Survey is due by 10.15.18
- o Board and Committee Vacancies – Mr. Wilhelm read the list of vacant seats on Town Boards/Committees
- o The Community Preservation Committee is meeting October 10. Anyone interested in serving on this committee may want to attend this meeting.

The Recording Secretary left meeting. The minutes for the remainder of the meeting were prepared from video.

Reports

• Town Administrator

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 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 would 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 Virus 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.

Ms. Harrison thanked Mr. Lombardi, Nicci Roebuck, and Lara Molnar, (a local college student) for the preservation and digitalization of the (original) Town Seal thus making it sharp and clear for printing,

Mr. Wilhelm suggested the Town prepare for hurricane season and provide residents with emergency preparedness implementation and for the Town to also review their emergency management. A discussion regarding emergency preparedness followed including plans that FEMA provides much of this information for residents. Emergency Preparedness is continuously updated.

Consent Agenda

Vote: The Selectmen unanimously voted to approve items A-C in the Consent Agenda as presented with the ES meeting minutes from August 7, 2018 and August 21, 2018 to be approved but Held, not for release until further notice.

- A. One Day Liquor License: Wenham Museum Golf Tournament - Friday, September 21, 2018, 12:00pm – 8:00pm
 - Completed Application with Check \$50
 - Certificate of Insurance & TIPS Certification
 - Email Recommendations: WFD, WPD, Permitting
- B. Acceptance of 375th Anniversary Donations
 - Gift and Donation Acceptance Form
- 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-HOLD; August 21, 2018-HOLD

Appointments

- Hamilton-Wenham Cultural Council (HWCC) – Lauren Consolazio
 - Letter of Interest from L. Consolazio
 - Letter of Recommendation from C. Lidrbauch, HWCC Chair

Vote: Mr. Wilhelm moved to appoint Lauren Consolazio to the HWCC for a (3) year term beginning September 11, 2018 and ending on June 30, 2021. The motion carried unanimously.

- Treasurer/Collector – Monica Ford
 - Resume

Vote: Mr. Wilhelm moved to appoint Monica C. Ford as Treasurer / Collector for a term beginning August 4, 2018 and ending October 31, 2018. The motion carried unanimously.

FY18 Annual Investment Results Report

- Email re Trust Funds from C. Davies, Vice President Bartholomew & Company Inc. 8.2.18
- Town of Wenham Annual Review 2018, Bartholomew & Company

Mr. Wilhelm spoke to the 2018 Annual Review Report from Bartholomew & Company, the Town's outside investor/ advisor. He noted that the Town updated their investment policy & guidelines a year ago and reviewed the changes. Mr. Wilhelm requested the policy be amended to allow the Town to invest money in large local community banks e.g. Institute for Savings and /or Salem Five. Any proposed change in policy would be on a future agenda for BOS approval.

Review of FY19-20 Goals from Annual Retreat

- Memo Re Fy19-20 Goal Setting Follow-up from P. Lombardi 9.6.18

Ms. Harrison noted the BOS discussed and identified many operational goals/priorities at their annual retreat on August 6, 2018. Ms. Harrison went on to list those given the highest priority:

1. Annual Town Meeting – Refine ATM preparation and outreach to improve attendance, participation and outcomes
2. Work with MassDOT to design and install a traffic signal in downtown corridor on Main Street
3. Complete Longfellow Road and South Street repair projects and implement betterment program
4. Support & Monitor new Fire Chief's professional development and assess long term viability of his continued leadership role
5. Continue to improve resident engagement, including developing & 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.

Finance Office Transition Plan

- Memo re Finance Office Transition Plan from P. Lombardi 9.6.18
- Donald J. Carter Resume

Mr. Lombardi reviewed the BOS extended a conditional offer to Patty Moore to serve as the Finance Director and that a Transition Plan be developed to provide support and training as one of the conditions.

Draft JW

Mr. Lombardi drafted a transition plan to provide support and training to Ms. Moore, including specific training for the Treasurer/Collector function with Don Carter, a recently retired Treasurer/Collector; additional training is available in the summer through Department of Revenue.

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

Old Business

Discussion of Potential Installation of Cell Tower at Iron Rail Property

- Memo re Potential Cell Tower Installation at the Iron Rail Property from P. Lombardi 6.27.18
- Preliminary Study of Wireless Coverage in the Town of Wenham, Blue Sky Tower Partners, LLC
 - Coverage Map
 - Airport Flight Zone Map
 - Map of Wireless Sites and 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 1.8.18
- 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

Mr. Clemenzi supported the Board pursue the installation of a cell tower at Iron Rail property siting that Blue Sky Tower Partners has shown there is ample need for cell service in this area.

Ms. Harrison reported on her site visit saying that this proposed site has little potential future use to the Town and also supported the RFP be issued.

Vote: Mr. Clemenzi moved to authorize the Town Administrator to work with the Iron Rail Commission and Planning Coordinator to draft a Request for Proposal to site a cell tower on the Iron Rail property as outlined in the supporting documents, provided that the BOS approve any such solicitation prior to its issuance. The motion carried unanimously.

Adjournment- *The BOS unanimously adjourned at 8:43 pm*

The BOS have a joint meeting with the Finance Committee on September 18, 2018

Respectfully Submitted By
Catherine Tinsley
9.13.18

BOARD OF SELECTMEN MEETING

September 25, 2018

CONSENT AGENDA

B.

**Acceptance of 375th Anniversary Committee
Donations**

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



TOWN OF WENHAM
GIFT/DONATION ACCEPTANCE FORM

TO: Town Administrator

CC: Town Accountant

FROM: 375th Ann Comm.
Name of Officer, Department, Board or Committee

The above officer, department, board or committee has requested acceptance of the following gift pursuant to Massachusetts General Laws, Chapter 44, Section 53A and further requests that the Board of Selectmen authorize the expenditure of funds for the stated purpose.

375th
Name of Party Offering Gift

\$ 1245.00
Amount of the Gift

375th merch & return of petty cash
Purpose for which Gift has been Offered

375th events
Purpose 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
to authorize the acceptance and any future expenditure of these gift/donation funds for the purpose described above.

Monetary- ^{BOS} ~~TA~~ Approval (3)
to be accepted by BOS on 9/25/18
Town of Wenham

[illegible]

September 25, 2018

NEW BUSINESS

C.

Consideration of Request from Middlewood Drive Residents for Town Removal of Snow and Provision of Refuse Collection on Private Way

(10 minutes)

- Draft Motion
- Email regarding Cost for Potential Middlewood Trash Collection from Jack Manning, Division Manager, Casella, September 24, 2018
- Email regarding BOS Agenda to Discuss Potential Middlewood Snow Plowing and Possible Trash Pick-Up from John LeLacheur and Peter Lombardi, Town Administrator, August 17, 2018
- Meeting Minutes of the Board of Selectmen, December 5, 2017
- Memo regarding Follow Up Discussion of Proposed Policy for Snow Removal on Private Ways from Peter Lombardi, Town Administrator, December 1, 2017
- Letter to Residents of Longfellow Road, South Street, Woodside Lane, D'Ambrosio Way, Patch Avenue, Hickory Lane, Laurel Drive and Batchelder Park regarding Snow Removal Policy on Private Ways from Peter Lombardi, Town Administrator, January 3, 2018
- Letter to Residents of Toppan Lane and Nathaniel Circle regarding Snow Removal Policy on Private Ways, January 3, 2018
- M.G.L., c.40, § 6C: Powers and Duties of Cities and Towns: Removal of Ice and Snow from Private Ways; Conditions
- Email regarding Middlewood Plowing Request from Bill Tyack, DPW Director, October 12, 2017
- Zoning Board of Appeals Decision of the Application of Burley Street, L.C.C. For a Comprehensive Permit pursuant to G.L. c.40B, §§ 20-23 With respect to property located at 70 Burley Street, Filed with the Town Clerk, July 7, 2004
- Email regarding Middlewoods Peer Review from Margaret Hoffman, Planning Coordinator, August 21, 2018
- Email regarding Middlewood from Michael F. Clark, P.E., Associate, Design Consultants, Inc., February 21, 2018
- Letter regarding Detention Pond and Catch Basic Repairs for the Residences at Middlewood from Michael F. Clark, P.E., Associate, Design Consultants, Inc., February 8, 2018
- Letter regarding As-Built Plans for the Residences at Middlewood from Michael F. Clark, P.E., Associate, Design Consultants, Inc., December 26, 2017

BOARD OF SELECTMEN MEETING

September 25, 2018

DRAFT MOTION

Request for Removal of Snow from Middlewood Residents

- **Vote:** I move to approve commencement of Town removal of snow from Middlewood Drive this winter, consistent with both the Town's Policy for Snow Removal on Private Ways adopted on December 5, 2017 and the conditions of the July 2004 Comprehensive Permit that govern this private way.

Seconded / Discussion/ Vote

Peter Lombardi

From: Jack Manning <Jack.Manning@casella.com>
Sent: Monday, September 24, 2018 10:17 AM
To: Erin Banfield; Peter Lombardi
Cc: Archie St.Hilaire; Richard Doucette
Subject: RE: Agenda- Wenham, MA

Erin/Peter,

Wenham's billing for collection is currently \$24.4k for a projected 1,300 homes or \$18.90 per household.

If we're adding another 20 homes, add \$380 month or \$24.8k per month for weekly curbside collection of MSW, ZS Recycle & Compost.

Questions let me know.

Regards,

Jack Manning
Division Manager
Casella Waste Systems, Inc.

295 Forest Street, Peabody, MA 01960
p. 978.817.3306 | c. 781.844.6131 | f. 978.535.6937

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From: Erin Banfield
Sent: Monday, September 24, 2018 9:49 AM
To: Jack Manning <Jack.Manning@casella.com>
Cc: Archie St.Hilaire <Archie.StHilaire@casella.com>
Subject: RE: Agenda- Wenham, MA

Morning Jack-

Just following up on email below- are you able to get a number over to Peter this afternoon? Let me know if there is anything we can do.

Thanks,
Erin

Erin Banfield
Business Development Manager
Casella Waste Systems, Inc.

1 Vallee Lane
Old Orchard Beach, ME 04064

603.327.9098

From: Erin Banfield
Sent: Friday, September 21, 2018 12:41 PM
To: Jack Manning <Jack.Manning@casella.com>
Cc: Archie St.Hilaire <Archie.StHilaire@casella.com>; 'Peter Lombardi' <PLombardi@wenhamma.gov>
Subject: RE: Agenda- Wenham, MA

Hi Jack,

It does not look like we are currently providing service to the Middlewood Drive subdivision. Could you put together some pricing to add the 20 stops to the Wenham route by Monday for Peter?

Thank you,
Erin

Erin Banfield
Business Development Manager
Casella Waste Systems, Inc.

1 Vallee Lane
Old Orchard Beach, ME 04064
603.327.9098

From: Peter Lombardi <PLombardi@wenhamma.gov>
Sent: Friday, September 21, 2018 10:57 AM
To: Archie St.Hilaire <Archie.StHilaire@casella.com>
Cc: Erin Banfield <erin.banfield@casella.com>
Subject: FW: Agenda

Hello Archie,
We have a 20-unit subdivision off Burley St (adjacent to the Beverly Airport) that is requesting refuse pick-up. Separate from our contract with you, do you provide this service to them now? If so, at what cost? If not, would you be looking for more \$ in order to add this street to your existing route? I couldn't find anything in our contract about how this situation would be handled. If you could let me know by COB on Monday that would be much appreciated – as the Board of Selectmen will be discussing this at their meeting on Tuesday night.

Thanks,
Peter

Peter Lombardi
Town Administrator

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

From: John LeLacheur [<mailto:johnlelacheur@comcast.net>]
Sent: Wednesday, August 15, 2018 1:23 PM
To: Peter Lombardi
Subject: Agenda

Peter is there a way to get onto the next Selectmen's Meeting Agenda to talk again about Middlewood Snow Plowing and possible trash pick-up? If so who should I contact?

John LeLacheur
14 Middlewood Drive
Wenham, MA 01984
johnlelacheur@comcast.net

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Peter Lombardi

From: John LeLacheur <johnlelacheur@comcast.net>
Sent: Friday, August 17, 2018 3:08 PM
To: Peter Lombardi
Subject: Re: Agenda

Thank you so much for your time and help with this. Please keep me informed

John G. LeLacheur
Sent from my iPhone

On Aug 17, 2018, at 14:34, Peter Lombardi <PLombardi@wenhamma.gov> wrote:

Hi Chief,

As you will recall, this issue was left unresolved when last discussed by the Selectmen at their December 5 meeting – see link to minutes from that meeting:

http://www.wenhamma.gov/town_government/docs/BOS%20A%2012%205%2017.pdf. I have also attached my memo to the Board relative to the overall topic of the Town plowing of private ways prior to that meeting. I believe that the Town may have since received the full set of as builts but need to confirm with the Planning Dept.

The Board is meeting next Tuesday night (that agenda has already been posted and is expected to be a 3+ hour meeting). They next meet on Sept 11 and already have a pretty packed agenda that night as well. I recognize that you are probably trying to get your plowing contract in place early this fall and will check with the Board Chair about when we might be able to get this on an agenda.

Thanks,
Peter

Peter Lombardi
Town Administrator

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

From: John LeLacheur [<mailto:johnlelacheur@comcast.net>]
Sent: Wednesday, August 15, 2018 1:23 PM
To: Peter Lombardi
Subject: Agenda

Peter is there a way to get onto the next Selectmen's Meeting Agenda to talk again about Middlewood Snow Plowing and possible trash pick-up? If so who should I contact?

John LeLacheur
14 Middlewood Drive

TOWN OF WENHAM
Board of Selectmen
Meeting Minutes of December 5, 2017
138 Main Street, Town Hall

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday December 5, 2017 at 6:30 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Mr. Wilhelm called the BOS meeting to order at 6:30 pm

Selectmen present: Jack Wilhelm, Chair; Catherine Harrison, Vice Chair

Not present: John Clemenzi, Clerk

Also, Present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information:

This meeting was recorded with permission by HWCAM

➤ Meeting Packet

PUBLIC INPUT: Items not on the agenda

ANNOUNCEMENTS

- Loose Leaf Collection Update - The DPW will begin the second pass of loose leaf pick up on Thursday.
- Updates are posted on the Town's web site.
- Recycling Bins Available for Purchase - The 64-gallon recycle carts are available again at a cost of \$40; there is a limit of one per household.
- The Annual Town Hall Holiday Open House is Wednesday, December 20, 2017 from 3:00 – 4:30pm

The agenda was taken out of order.

Appointments*

Memorandum of Agreement with Cataldo Ambulance Service for ALS (Advanced Life Support) Back-up*

Proposed Wenham Fire Department Ambulance Fee Schedule*

REPORTS

Town Administrator

Mr. Lombardi noted HWCAM updated the cameras in the Selectmen's Meeting Room high definition cameras. Viewers may find the picture clearer.

- Robert J. Brown Playground at Pingree Park - The structures from Themed Concepts were delivered, assembled, and installed last week. The engineered wood fiber (synthetic mulch) is scheduled to be delivered and set at the end of this week. While additional aesthetic site work will take place next spring, along with a formal rededication ceremony, we expect to be open to residents in the coming days. I'd like to recognize the entire Pingree Park Playground Committee; Sean Timmons; Bill Tyack, Jim Politano, and the DPW staff; and numerous other volunteers who helped bring this project together. As a reminder, \$65k of the funding for this project came from Hamilton & Wenham CPA Funds, \$5k was provided from the Joint Recreation Revolving Account, and the \$73k balance was raised by members of the Pingree Park Playground Committee through private donations.
- Resident Survey - Having been awarded up to \$20k in funding through this year's Community Compact program to cover the costs of a resident survey, we recently issued an RFP and expect bid submissions in by December 18. The solicitation was structured broadly enough that we can work with the selected consultant to refine the scope of work based on their proposal and the Town's input. We expect to begin work on this project in January, with results to be presented by the end of the fiscal year.

- Main Street Traffic Signal Assessment - Last week, MassDOT began the next round of data collection, assessing the need and feasibility of installing a traffic signal at one of three intersections on Main Street: Cherry Street, Monument Street, and Arbor Street/Friend Court. By conducting a Functional Design Report under this phase of work, the Central Transportation Planning Staff will determine if a signal is warranted based on traffic volume, turning counts, and accident rates. If the data does support moving forward, MassDOT will then recommend a preferred location and will also complete preliminary engineering and design for that selected intersection. The preliminary preferred location seems to be Cherry St.

Chair

Mr. Wilhelm mentioned that cell phone service is non-existent in areas of town, in particular West Wenham. Town Administrator acknowledged this had been an ongoing problem. Recently, he has had a few preliminary meetings with a cell tower vendor. There are not many parcels in the overlay district with good elevation for a cell tower. The runways from Beverly Airport limit the structures height within the area. The vendor will provide a map of the overlay district and what parcels they are interested in.

NEW BUSINESS

*Appointments:

- Call Firefighter – Elizabeth McNeil
- Letter from Acting Chief Stephen Kavanagh, December 5, 2017

Acting Fire Chief Kavanagh was present to recommend Elizabeth McNeil as a probationary firefighter contingent on a CORI background check and a passing physical. Ms. McNeil is a certified EMT and has firefighter experience.

Vote: Ms. Harrison moved, and it was seconded, to conditionally appoint Elizabeth McNeil as Call Firefighter for a term beginning December 5, 2017 and ending June 30, 2018. The motion carried unanimously.

Annual Liquor License Renewals:

- Fresh Foods, LLC, DBA Wenham Tea House, Chris Keohane – 4 Monument Street
- Checklist for Annual Renewal
- ABCC Retail License Renewal – Restaurant, All Alcohol
- Application for Common Victualler's License
- Restaurant Layout
- 2017 Food Service Permit
- Proof of Employer's Liability Insurance
- Proof of Worker's Comp. Insurance
- Tips Certifications
- Check for \$1,500
- Inspection Letter from Chief Thomas Perkins, WPD
- Inspection Certificate from Charles Brett, Building Inspector
- Inspection Email from Captain Jeff Baxter, WFD
- Email from C. Keohane re Liquor License Renewal Question from P. Lombardi, December 5, 2017

Ms. Harrison explained that she would need to recusing herself from this agenda item as a member of the WVIS, owner of the Tea House, to avoid the appearance of a conflict. Therefore, with Selectman Clemenzi not present, the Board did not have a quorum to vote and held this to the December 19 meeting when a quorum was anticipated.

- Grassy Roots, LLC, Jenny Grammas – 152 Main Street
- Checklist for Annual Renewal
- ABCC Retail License Renewal – Package Store, Wines & Malt
- Application for Common Victualler's License
- 2017 Food Service Permit
- Proof of Employer's Liability Insurance
- Proof of Worker's Comp. Insurance

- Check for \$1,500
- Inspection Letter from Chief Thomas Perkins, WPD
- Inspection Email from Captain Jeff Baxter, WFD
- Inspection Certificate from Charles Brett, Building Inspector
- Letter regarding Grassy Roots inspection from Charles Brett, Building Inspector, December 5, 2017
- Email from Bobbie Cody, Assistant Health Agent

Due to a schedule conflict of the owner Ms. Grammas there was no one present for Grassy Roots.

Vote: Mr. Wilhelm moved, and it was seconded, having met all State and Local Licensing requirements and paid all fees, the Board of Selectmen renew the Wine and Malt Beverages, Retail Liquor License held by Grassy Roots, LLC located at 152 Main Street, through December 31, 2018.

Under discussion: There were no comments or questions.

The motion carried unanimously.

- 97 Market, Inc., Albert Abdelmalak – 143 Topsfield Road
- Checklist for Annual Renewal
- ABCC Retail License Renewal – Package Store, Wines & Malt
- Proof of Employer's Liability Insurance
- Proof of Worker's Comp. Insurance
- Tips Certifications
- Check for \$1,500
- Inspection Letter from Chief Thomas Perkins, WPD
- Inspection Certificate from Charles Brett, Building Inspector
- Inspection Email from Captain Jeff Baxter, WFD

Mr. Abdelmalak present.

Vote: Mr. Wilhelm moved, and it was seconded, having met all State and Local Licensing requirements and paid all fees, the Board of Selectmen renew the Wine and Malt Beverages, Retail Liquor License held by 97 Market, Inc. located at 143 Topsfield Road through December 31, 2018.

Under discussion: There were no comments or questions.

The motion carried unanimously.

Used Car Dealer License Renewals – Burnett's Garage; Fallon's Auto Service; Freeman's Garage

Mr. Lombardi informed the BOS as the local licensing authority, they have the option to limit sales to specific classes of vehicles. Ms. Harrison noted the license as printed is a Class II license but the town does not define what "cars" are and supported this be considered going forward for clarity and the definition of what a vehicle is be standardized. The Board may individualize each Used Car Dealer License.

- Burnett's Garage Inc. 60 Maple Street Class II Used Car Dealer License- Don Burnett
- Checklist for Annual Renewal
- Application for a License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof
- Criminal Offender Record Information (CORI) Acknowledgement Form
- Proof of Worker's Comp. Insurance
- Proof of Automobile Liability Insurance & \$25,000 Bond
- Proof of Property Tax Payment
- Flammable Certificate Permit from the WFD
- Waste Oil Permit from the WFD
- Check for \$100
- Inspection Letter from Charles Brett, Building Inspector
- Email from Jeff Baxter, Captain, WFD
- Copy of 2017 License

Present: David Burnett

Motion: Mr. Wilhelm moved, and it was seconded, having met all State and Local Licensing requirements and paid all fees the Board of Selectmen renew the Class II Used Car Dealer License held by Burnett's Garage located at 60 Maple Street through December 31, 2018.

Under discussion.

Mr. Burnett confirmed he sells/works on mainly standard class D passenger vehicles and light trucks.

There was no comments or questions from the public.

Vote: The motion carried unanimously.

- Fallon's Auto Service, Inc., 233 Main Street- John Fallon
- Checklist for Annual Renewal
- Application for a License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof
- Criminal Offender Record Information (CORI) Acknowledgement Form
- Proof of Worker's Comp. Insurance
- Proof of Automobile Liability Insurance & \$25,000 Bond
- Proof of Property Tax Payment (placeholder)
- Flammable Certificate Permit from the WFD
- Waste Oil Permit from the WFD
- Check for \$100
- Certificate of Compliance Reinstatement, MA DOR, September 11, 2017
- Certificate of Compliance Revocation, MA DOR, September 7, 2017
- Inspection Letter from Charles Brett, Building Inspector
- Email from Jeff Baxter, Captain, WFD
- Copy of 2017 License

Present: John Fallon

Vote: Mr. Wilhelm moved, and it was seconded, having met all State and Local Licensing requirements and paid all fees the Board of Selectmen renew the Class II Used Car Dealer License held by Fallon's Auto Service, Inc. located at 233 Main Street through December 31, 2018.

Under discussion there was no public comment.

The motion carried unanimously.

- Freeman's Garage 34 Arbor Street- Edward Freeman
- Checklist for Annual Renewal
- Application for a License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof
- Criminal Offender Record Information (CORI) Acknowledgement Form
- Proof of Automobile Liability Insurance & \$25,000 Bond
- Proof of Property Tax Payment
- Inspection Letter from Charles Brett, Building Inspector
- Copy of 2017 License
- WPD Officer Report for Incident 17WE04427, 03.17.17
- Kopelman and Paige Automobile Dealer Licensing Guide

Present: Edward Freeman

Mr. Wilhelm reported that prior to the meeting the BOS received a complaint and additional time is needed to review the reports before proceeding with the application.

The Selectmen deferred action to the December 19th meeting and confirmed that Mr. Freeman can attend that meeting.

A hard copy of the complaints was provided to Mr. Freeman.

Mr. Freeman was asked if he dealt with Class D passenger vehicles. Mr. Freeman stated he did sell mostly passenger cars with the occasional class M (motorcycle).

The Building Inspector reported a school bus on the property. Mr. Freeman said the bus was a trade in for a specific request and he would not typically be selling busses.

One Day Liquor License

Kathy Feldman, Keefe Feldman Family 70th birthday party Wenham Museum, Saturday December 16, 2017

Vote: Mr. Wilhelm moved, and it was seconded, to approve a One-Day (Wine & Malt Beverages) Liquor License for Kathleen Feldman for the Keefe-Feldman 70th Birthday Party to be held at the Wenham Museum, 132 Main Street from 4:00pm – 7:00pm on Saturday December 16, 2017. The motion carried unanimously.

*Memorandum of Agreement with Cataldo Ambulance Service for ALS (Advanced Life Support) Back-up

- Memo re Proposed Memorandum of Agreement with Cataldo Ambulance Service from P. Lombardi, December 1, 2017
- Proposed Memorandum of Agreement with Cataldo Ambulance Service for ALS Back-Up
- Agreement with Cataldo Ambulance Service, Inc. for ALS and BLS Service, September 6, 2017 – August 31, 2020

The Town has a 3-year contract with Cataldo Ambulance to provide emergency medical services for ALS calls Wenham Fire is involved in once the pilot program has begun. This is a supplemental agreement that the Town will bill the insurance company, at Cataldo rates of \$1350 and pay Cataldo \$400.

This is not expected to be a common occurrence.

Vote: Ms. Harrison moved, and it was seconded, to approve the proposed 3-year Memorandum of Understanding with Cataldo Ambulance Service, Inc. establishing payment procedures for ALS transports involving Wenham Fire Department Response and authorize Peter Lombardi as Town Administrator to execute the Agreement. The motion carried unanimously.

*Proposed Wenham Fire Department Ambulance Fee Schedule

- Memo regarding Feasibility of Initiating Fire-based Basic Life Support Emergency Medical Services from Fire Chief Bob Blanchard, June 15, 2017
- Proposed Fire-Based EMS Rate Sheet, December 2017
- Cataldo Ambulance Service, Inc. & Atlantic Ambulance Service 2017 Private, MA Medicare & MassHealth Rates, 12.29.16

Acting Chief Kavanagh said he anticipates the Fire Department ambulance service to go live right after the holiday on January 2. The Department has all their medical procedures completed.

This fee schedule has been updated that the Town will bill ALS calls at Cataldo's rates.

Vote: Harrison moved I move to adopt the proposed fee structure for Fire-based Basic Life Support Emergency Medical Services for the duration of the one-year pilot program. The motion carried unanimously.

FY19 Budget Discussion

- Memo regarding Status of FY19 Administration Budget from P. Lombardi, December 1, 2017
- Email regarding Hamilton Wenham Regional School District (HWRSD) Budget Issues from P. Lombardi, December 1, 2017
- Letter from Maureen M. Marshall, Superintendent of Schools, Quabbin Regional School District to the Oakham Board of Selectmen and Finance Committee, September 14, 2011
- Letter from Jeff Wulfson, Associate Commissioner, Massachusetts Department of Elementary and Secondary Education to Raymond Riddick, Chairman, Nashoba Valley Technical School District, June 15, 2009
- Letter from Stephen J. Finnedgan, Esq., Massachusetts Association of School Committees, Inc. to Dr. Marguerite C. Rizzi, Superintendent of Stoughton Public Schools, January 11, 2011

Mr. Lombardi reviewed that the last time the FY19 budget was discussed was at a joint meeting with the Finance & Advisory Committee on October 10. At that time, based on town department budgets, the Town was \$630,000 over the levy limit. Since then some key items have changed and impacted the proposed FY19 Budget.

Mr. Lombardi went on to give a brief overview.

- Wenham's student enrollment is up as predicted; however, the Town of Hamilton's enrollment is higher than projected; this shift equates a \$110,000 savings to Wenham in FY19
- The HWRSD has surplus (FY17) Excess and Deficiency expected to be certified at \$345,000; Wenham's anticipated subsidy is \$115,000, decreasing the projected assessment.
- FY17 New Growth was certified higher than estimated; this provided an additional \$108,000 in FY19 levy capacity.
- FY17 Free Cash was certified \$232,000 higher than projected and provides alternative funding for capital needs.
- The prior year overlay surplus \$85,000 is available pending release by Board of Assessors
- The withdrawal from the GIC insurance is projected to save approximately \$100,000 of insurance premium costs

Based on these factors, the Town is now within \$208,000 of delivering a balanced budget.

The HWRSD Superintendent is due to release his preliminary budget on December 20 noting the Town's budget has a 3% increase placeholder for the School budget.

Mr. Lombardi went on to talk about budget strategy and proposed capital requests. Some capital is proposed in the operating budget and other capital would be paid for from one-time funding of Free Cash. Of importance he noted that the dependency on the use of Free Cash is problematic as Free Cash eventually would not be available.

Mr. Wilhelm summarized it has been debated in the past how the school district's budget has to be presented to town meeting and Town Counsel was asked to opine.

KP Law provided a lengthy opinion stating that the Town has the right to recommend a budget for the HWRSD to town meeting regardless if it does not agree with the budget adopted by the School Committee. However, the Town is obligated to publish the School's Department's recommended budget and allow the School to defend their budget at town meeting.

The School's budget must then be presented in its entirety, even the budget is separated in two articles; the budget does not have to be included in Article 1, even if there is an override.

This information will be shared with the HWRSD and the Town of Hamilton.

Discussion on Identification of Prioritized Theoretical Uses for Longmeadow Way Parcels

- Email from P. Lombardi, regarding Long Meadow Use Request, August 23, 2017
- Longmeadow Study Committee Overview
- Exhibit A – Plan of Longmeadow Way
- Exhibit B – History of Ownership of Lots A, B, C, and D
- Exhibit C – Aerial View Photo
- Exhibit D – Letter regarding Proposed Development of Property Off Longmeadow Way, Hamilton to Andrew DeFranza, Executive Director, Harborlight Community Partners, Inc. from Phillip C. Wysor, Glovsky & Glovsky, LLC, 9.13.16
- Exhibit E – Letter regarding J. Kurt Miller, 3 and 5 Longmeadow Way to William W. Wilson, Chair, Hamilton Board of Selectmen from Phillip C. Wysor, Glovsky & Glovsky, LLC, April 27, 2017
- Exhibit F2 – Letter regarding Harborlight Community Partners/Longmeadow Way from Benjamin B. Tymann, Tymann, LLC, November 14, 2017
- Exhibit F3 – Proposed Memorandum of Understanding (MOU) Concerning Development of Affordable Housing at Certain Cites in Hamilton, MA and Potential Control of Certain Tract by HWRSD

The towns of Hamilton & Wenham had a study done of a parcel on Longmeadow Way in Hamilton, adjacent to the high school. A joint Committee was formed to determine viable uses; Mr. Wilhelm served on this committee and reported there was no immediate interest by either town.

Motion: Mr. Wilhelm moved, and it was seconded, to declare that the Town of Wenham has no known or anticipated municipal uses for the Longmeadow Way property currently being evaluated by the Study Committee and defers any potential uses that would be of interest or benefit to Wenham residents to those identified by the Joint Recreation Committee and/or Hamilton-Wenham Regional School Committee. If any such recreational or school uses were to be positively identified now or in the future, the Board asserts their authority to be actively involved in any related discussions, negotiations, and/or feasibility studies relative to the potential purchase of the Longmeadow Way parcel(s) should said transaction require appropriation or expenditure of any town funds.

Under discussion, Ms. Harrison referenced the proposed MOU that would allow the HWRSD to own a portion of the land on Longmeadow Way. She noted her concern that the MOU does not mention Wenham, saying the School District cannot own property Wenham doesn't pay its share for and questioned why this MOU is being discussed. Ms. Harrison also noted the joint recreation said they had no need for the land as they preferred turf fields but the towns have not approved a turf field project. Mr. Lombardi explained that purchasing that land would only have space to put in one grass field, which does not alleviate the field shortage.

Vote: The motion carried unanimously.

Proposed Policy for Snow Removal on Private Ways

- Memo regarding Proposed Policy for Snow Removal on Private Ways from P. Lombardi, December 1, 2017
- List of Unaccepted Streets Currently Plowed/Private Ways Not Plowed, DPW Department, October 2017
- Zoning Board of Appeals Decision of the Application of Burley Street, L.C.C. Permit
- MGL, Ch. 40, S. 6C

Mr. Lombardi reviewed that the Town accepted M.G.L. Ch. 40 S 6 c. that allows the Town to plow private ways and went on to review the criteria for the town to provide snow and ice removal on specific private ways: if they are open to public use, provide access to two or more numbered properties, have a finished paved surface and are not subject to any additional restrictions imposed by the Planning Board or Zoning Board of Appeals. The Town is not obligated to offer snow removal, but has the option to do so and is a minimal impact to the budget.

Mr. Wilhelm moved, and it was seconded, to adopt the proposed policy for snow removal on private ways and designate the following private ways as eligible for these services: Longfellow Road, South Street, Woodside Lane, D'Ambrosio Way, Patch Avenue, Hickory Lane, Laurel Drive, Batchelder Park, Toppan Lane and Nathaniel Circle. The motion carried unanimously.

Request for Town to Take Responsibility for Snow Removal on Middlewood Drive (Private Way)

- Memo re Request for Town to Take Responsibility for Snow Removal on Middlewood Drive from P. Lombardi, 10.12.17
- Letter re Request for Town to Take Responsibility for Snow Removal on Middlewood Drive from Middlewood Board of Trustees, September 7, 2017

Motion: Mr. Wilhelm moved, and it was seconded, to approve the request for the Town to plow Middlewood Drive subject to the receipt of as-built for the road and bridge. After discussion the Board took no action.

Under discussion it was noted the Town has requested the contractor provide the required documents numerous time over the past few years; which have not been received to date. Ms. Harrison supported this be consider once the Town has received the required documents.

One resident from 14 Middlewood Drive spoke saying the residents of Middlewood Drive have also found it difficult to work with the developer. He noted that Middlewood residents pay upward of \$160,00 in combined taxes without town services such as trash collection or plowing. He asked the Board to not hold the residents responsible for the contractor's lack of response. It was noted that the plowing policy does not include the plowing of sidewalks or salt/sanding; this remains at the discretion of the Town.

Mr. Lombardi observed there is concern about the layout and safety of the Middlewood Drive roadway and bridge. The as built plans were not what was permitted to be constructed. One reason this is a private way is because of site constraints and public safety concerns, including a narrow bridge and sloped roads.

The BOS went on to discuss the motion in detail.

The BOS asked for an opinion from the DPW Director on Middlewood Drive and the request to plow, what are the potential issues, and what are his concerns. The Board also asked about possible liabilities.

No action was taken.

MINUTES

Open Session: September 5, 2017; October 3, 2017; October 17, 2017; November 4, 2017; November 7, 2017

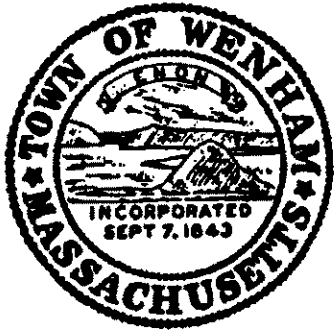
Executive Session (es) approve/release: October 3, 2017; October 17, 2017

Vote: Ms. Harrison moved to approve the BOS minutes of September 5, 2017; October 3, 2017; October 17, 2017; November 4, 2017; November 7, 2017 and it was unanimous to do so.

Vote: Ms. Harrison moved to approve & release the BOS es minutes of October 3, 2017; October 17, 2017 and it was unanimous to do so.

ADJOURNMENT - The Selectmen adjourned at 8:15 pm.

Respectfully Submitted By
Catherine Tinsley
1.26.18



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: Follow up on Discussion of Proposed Policy for Snow Removal on Private Ways
DATE: December 1, 2017

Following up on the Board's recent discussion about Town snow plowing on private ways, I have made the following additions to the proposed policy (in **bold**):

"Consistent with the provisions of Massachusetts General Law Chapter 40 Section 6C, as have been previously accepted, the Town shall provide snow and ice removal services on private ways as long as such ways are open to public use, provide access to two or more numbered properties on that way, have a finished paved surface, and are not subject to any additional restrictions as may have been imposed by the Planning Board or Zoning Board of Appeals. In the case of any conflicting provisions in a decision issued by these municipal land use boards regarding such unaccepted roads or private driveways, those provisions shall prevail. Batchelder Park, although unpaved, shall be eligible for snow and ice removal based on past precedent.

Given the Town's limited staffing and equipment resources, the Department of Public Works will make every effort to clear these unaccepted roads to the best of their abilities. However, clearing of public ways must take precedence, especially when responding to significant snow events. In addition, the Town will not take any responsibility for sanding/salting roadways, hauling of snow, or plowing sidewalks on these private ways.

Town removal of snow and ice from such private ways shall not constitute a repair of a way, nor shall the Town incur any additional liabilities for either doing so or failing to do so. Further, the provision of snow and ice removal services on private ways is subject to annual appropriation and availability of funds, and shall not obligate the Town in any way to continue to provide such services. The Board of Selectmen shall retain the right to make changes to or rescind this policy at any time at their own discretion.

None of these proposed changes impact our initial inventory of private ways that have not historically been plowed by the Town but would now be eligible for Town snow removal under this new policy if adopted. However, after further investigation, we have found that both Sias Lane and Danes Way would not be eligible as there is posted signage at the entrance

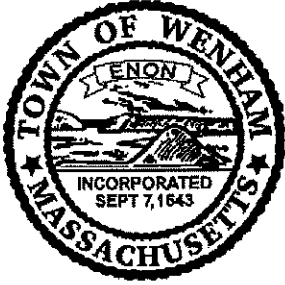
to those streets that designates them as private ways that are only open to residents. Accordingly, the list of new private ways that we could extend Town plowing services to under this policy is as follows:

- Middlewood Drive
- Toppan Lane
- Nathaniel Circle

It is important to note that, according to the conditions of the 2004 comprehensive permit that led to the construction of Middlewood Drive (see page Section D: Other Conditions on page 9 of the attached document), the Town was not obligated to provide snow removal services to residents on this private way but was given the option to offer these services if we elected to do so. Accordingly, by adopting this policy, the Town is not necessarily responsible for plowing Middlewood Drive, as that is a separate and discrete policy decision. The other two private ways, namely Toppan Lane and Nathaniel Circle, would be eligible for these new services if the policy were to be adopted.

In terms of general concerns about liability, I have confirmed that the Town incurs very limited additional liability by plowing any of these private ways. Generally, the DPW handles minor repairs related to damage from snow plowing instead of filing an insurance claim unless the extent of the damage is so significant that it is beyond their capacity to fix in-house. This practice is true for both public and private ways, and would continue going forward. If we were to add these three private ways to our snow plow activities, they would only cause incremental increases in route times and would not lead to substantial increases in funds spent on staffing or materials.

If the Board were to adopt this policy, I would suggest that we send a letter to each of the residences on these roads to see if they would be interested in having the Town assume these services going forward. If we hear back affirmatively from a majority of property owners on each of these unaccepted roads, we would then start plowing their street this coming year. In addition, as has been done over the past several years, we will also issue our annual reminder letter to all residents who live on private ways that we do plow and will include copies of this policy in that mailing to make sure they are clear on the extent of the services that the Town is opting to provide.



Town of Wenham

Town Hall
138 Main Street
P. O. Box 576
Wenham, MA 01984

Board of Selectmen and Town Administrator

TEL 978-468-5520 x2

FAX 978-468-8014

January 3, 2018

Dear Resident,

In response to a request from residents who live on a private way for the Town to begin plowing their street, the Board of Selectmen recently approved a policy regarding snow removal services on all private ways.

While the Town historically has plowed some, but not all, private ways, this new policy provides criteria that inform which private ways we will plow going forward and under what conditions we will do so. Specifically, private ways must be open to public use, provide access to two or more numbered properties, and have a finished paved surface in order to be eligible for this service. In addition, if any restrictions have been placed on private ways by Wenham's Planning Board and/or Zoning Board of Appeals than those provisions will prevail.

Batchelder Park, although unpaved, was grandfathered under the terms of the new policy. All other private ways that have traditionally received these services fit within these criteria and will continue to be eligible to be plowed by Wenham's Department of Public Works. Based on this policy, Toppan Lane and Nathaniel Circle are the only new private ways now eligible to have their streets plowed by the Town if a majority of those residents express interest in having the Town do so.

As has been the case in the past, clearing of public ways by the DPW must take precedence, but we will continue to make every effort to plow designated private ways to the best of our abilities. However, the Town will be not responsible for sanding/salting roadways, hauling of snow, or plowing sidewalks of private ways. The provision of snow and ice removal services on private ways is also subject to annual appropriation and availability of funds. The Town is not obligated to continue to provide this service, and the Board of Selectmen may make changes to or rescind this policy in the future.

Please contact the Town Administrator's Office with any questions regarding this policy at 978-468-5520 x.2.

Thank you,

Peter Lombardi
Town Administrator



Town of Wenham

Town Hall
138 Main Street
P. O. Box 576
Wenham, MA 01984

Board of Selectmen and Town Administrator

TEL 978-468-5520 x2

FAX 978-468-8014

January 3, 2018

Dear Resident,

In response to a request from residents who live on a private way for the Town to begin plowing their street, the Board of Selectmen recently approved a policy regarding snow removal services on all private ways. While the Town historically has plowed some, but not all, private ways, this new policy provides criteria that inform which private ways we will plow going forward and under what conditions we will do so. All private ways that have traditionally received these services fit within these criteria and will continue to be eligible to be plowed by Wenham's Department of Public Works. **Under this new policy, residents on Toppan Lane and Nathaniel Circle are now eligible to have their streets plowed by the Town.**

As has been the case in the past, clearing of public ways by the DPW must take precedence, but we will continue to make every effort to plow designated private ways to the best of our abilities. However, the Town will be not responsible for sanding/salting roadways, hauling of snow, or plowing sidewalks of private ways. The provision of snow and ice removal services on private ways is also subject to annual appropriation and availability of funds. The Town is not obligated to continue to provide this service, and the Board of Selectmen may make changes to or rescind this policy in the future.

As a resident of Toppan Lane or Nathaniel Circle, the Board wants to know if you are interested in the Town's assumption of snow removal services on your private way. Please send notification of your wishes by **Tuesday, January 16, 2018** to my office by emailing Executive Assistant, Nicole Roebuck at nroebuck@wenhamma.gov or by calling 978-468-5520 x.2. In order for the Town to begin snow removal services, a majority of residents from each of these private ways must reply affirming their interest.

Please contact us with any questions.

Thank you,

Peter Lombardi
Town Administrator

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 40 POWERS AND DUTIES OF CITIES AND TOWNS

Section 6C REMOVAL OF ICE AND SNOW FROM PRIVATE WAYS;
CONDITIONS

Section 6C. A city or town which accepts this section in the manner provided in section six D may appropriate money for the removal of snow and ice from such private ways within its limits and open to the public use as may be designated by the city council or selectmen; provided, that, for the purposes of section twenty-five of chapter eighty-four, the removal of snow or ice from such a way shall not constitute a repair of a way.

Peter Lombardi

From: Bill Tyack
Sent: Thursday, October 12, 2017 2:35 PM
To: Peter Lombardi
Subject: Re: FW: Middlewood Plowing Request

I don't have a problem plowing it for public safety and it's at the end of the route so there is no additional cost. I don't feel we should do the sidewalk since we don't have one on Burley St. We also should make it clear we don't haul snow.

On Oct 12, 2017 11:17 AM, Peter Lombardi <PLombardi@wenhamma.gov> wrote:

Bill,

The BOS is taking up this issue at their meeting next Tuesday. They haven't requested your feedback yet but expect that they will before all is said and done.

Peter

Peter Lombardi

Town Administrator

138 Main Street

Wenham, MA 01984

978-468-5520 x.2

<http://wenhamma.gov>

From: Peter Lombardi
Sent: Thursday, October 12, 2017 2:16 PM
To: 'Pamela Carter'
Subject: RE: Middlewood Plowing Request

Thanks Pam. This is a longstanding issue that the Town has not yet received as built drawings for this project. If the Town were to take on plowing, the as built for the road should at least be provided. Hopefully you will be able to prevail

upon the developer the importance of providing this information. Again, I can't be sure that the Selectmen will make it a requirement but I know that the Permitting and Planning Departments have requested that this be addressed.

Peter Lombardi

Town Administrator

138 Main Street

Wenham, MA 01984

978-468-5520 x.2

<http://wenhamma.gov>

From: Pamela Carter [<mailto:pamsimoncarter@gmail.com>]

Sent: Thursday, October 12, 2017 2:02 PM

To: Peter Lombardi

Subject: Fwd: Middlewood Plowing Request

Hi Peter,

Thank you for your letter advising that our request will be addressed on October 17th. John will not be able to attend, but both BJ and I will be there to answer any questions that arise.

Is it possible to let us know exactly which as builts are needed? This is news to us and we hope that it won't determine the outcome of our request as it is completely out of our control. Please let us know what is needed and we'll be happy to pass this on to the developer.

Thank you so much and we're looking forward to seeing you on October 17th.

Best,

Pam Carter

15 Middlewood Drive

Trustee

Subject: Middlewood Plowing Request

Good morning,

I wanted to let you know that the Board's request dated September 7 for the Town to plow Middlewood Drive is being taken up by the Selectmen at their meeting next Tuesday night – October 17). The open session of their meeting is set to begin at 6:30PM and your item will likely be discussed around 7:15 or shortly thereafter. I apologize for my delayed response, but the Selectmen have had packed agendas for their last 2 meetings. Are either of you available to attend to answer any questions?

In reviewing the conditions of the comprehensive permit for this project, the decision specifically absolves the Town of any responsibility for "operation or maintenance" of "on-site snow plowing" but there is "unless it elects to do so" language that seems to provide some potential flexibility. The Selectmen will take this into account as part of their discussion.

There is a broader context to this issue that you should be aware of. The Town has accepted MGL Ch 40 Section 6C which allows us to plow private ways. We have historically plowed some and not plowed others. Although there is past precedent for snow removal on some private ways the determination on what qualifies is not clear. Accordingly, I will be recommending the Board adopt a policy with specific criteria that informs what roads we will and will not plow going forward and why. With that in mind, I would expect your request to be taken up as part of that larger conversation and policy question.

One issue that will also likely come up is the fact that the Town still has not received stamped as-built drawings of Middlewood Drive. I would expect that the Selectmen may well be looking to have these in our possession before moving forward with your request.

I'd like to get this resolved one way or another before the snow flies this year – as I'm sure you would as well.

Please pass this on to Pam Carter – I don't have her email address on file.

Thanks,

Peter

Peter Lombardi

Town Administrator

138 Main Street

Wenham, MA 01984

[978-468-5520 x.2](tel:978-468-5520)

<http://wenhamma.gov>

**TOWN OF WENHAM
ZONING BOARD OF APPEALS**

**Decision of the
Application of Burley Street, L.C.C.
For a Comprehensive Permit pursuant to G. L. c. 40B, §§ 20-23
With respect to property located at
70 Burley Street**

Pursuant to notices mailed, postage prepaid, to the Petitioner, abutters and persons to whom such notice is required, and pursuant to advertisements in the *Salem Evening News* on September 24, 2004 and October 1, 2004, the Zoning Board of Appeals (the "Board") scheduled and held public hearings at the Hamilton/Wenham Library on each of the following dates:

October 8, 2003, December 22, 2003, January 20, 2004, March 18, 2004, May 26, 2004, June 7, 2004

An original application was filed on July 31, 2003. That original Application for Comprehensive Permit (the "Application") sought a Comprehensive Permit to construct 24 two-bedroom condominium units on 7.2 acres of land on Burley Street, to be called *The Residences at Old Burley Village*. The access to the development was proposed to come from Burley Street by means of an entrance drive, which was designated as a private way. Six (6) of the units were identified to be "affordable" within the meaning of c. 40B.

Upon receipt of the original application the Board notified various town boards, commissions, Town departments and others of the Application.

Sitting for the Board at all of these public hearings were

James R. Westra, Chairman; Jonathan A. Stringer and Anthony M. Feeherry

The Petitioner was represented during the hearings by Philip S. Singleton, of Burley Street, L.L.C., (Petitioner); William E. Luster, of Strategies, (Development Consultant); John W. French, of Neshamkin French Architects Inc., (Architect); Christopher R. Mello and James McDowell of Eastern Land Survey Inc. (Civil Engineer); and John R. Keilty, of Keilty Law Offices, (Attorney).

By participating actively and voluntarily in the Board's six (6) public hearings, the Petitioner waived any right to claim a constructive approval of its original application.

Representatives from various Town of Wenham Departments and Boards, including the Board of Health, Highway Department, Planning Board, the Conservation Commission, Water Department, Police and Fire Department, attended and actively participated in the hearings. In addition, numerous abutters from Wenham and Danvers and other neighbors attended many of the hearings.

During the public hearing process, the Board requested assistance from a liaison with the Planning Board on site development and planning issues. Thereafter, a number of informal meetings took place between the Petitioner and one or more members of the Planning Board. These meetings, as well as the public hearings and interaction with the Wenham Town Administrator and various Town Departments resulted in a number of amendments to the Petitioner's original plan. Included in such amendments were the following:

- Reduction from twenty-four (24), to twenty (20) units.
- Addition of sidewalks throughout the entire development and a redesigned road configuration.
- Addition of an emergency ingress/egress from Lester Road.
- Addition of an additional fire hydrant to be located by the Fire Chief.
- Agreement to include sprinklers in all units.
- Redesign of the entrance from Burley Street to allow improved site lines and turning radii.
- A commitment to pay \$2500 to pay for a town managed (through the local housing trust) lottery for the affordable units.
- An increase of guest parking spaces from original number of 8 to 16.
- The payment of \$4500 for a peer review for the drainage and wetlands plan being reviewed by the local Conservation Commission.

On June 7, 2004, the Board closed the hearings.

JURISDICTIONAL FINDINGS AND RULINGS

1. The Petitioner has submitted to the Board a "project eligibility letter" issued to it by the Massachusetts Housing Finance Agency (MHFA). The project eligibility letter states that the MHFA has reviewed the proposal and found it to be in conformance with the MHFA's requirements for issuance of a Site Eligibility Letter.
2. The Board finds that the Town of Wenham does not meet statutory minimum set forth in G.L. c. 40B § 20 or 760 CMR 31.04 in that (1) low and moderate income housing units in Wenham do not exceed 10% of Wenham's total housing units; (2) low and moderate income housing is not located on sites comprising one and one-half percent or more of the total land area zoned for residential, commercial, or industrial use, and (3) the development of affordable units consistent with this application will not result in

commencement of construction of such housing units on sites comprising more than three-tenths of one percent of such land area, or ten acres, whichever is larger, in one calendar year. These findings are based upon housing data provided to the Board by the Town of Wenham and the Massachusetts Department of Housing and Community Development (See Exhibit A).

3. Based on the deed of ownership included in the Application the Board finds that the Petitioner meets the standard of site control required to pursue this application.
4. The Petitioner has provided the Board with a proposed Regulatory Agreement, Monitoring Services Agreement and Deed Restrictions, as well as an undertaking that it will conform to the limited dividend requirements of Chapter 40B. These documents qualify the Petitioner as a limited dividend organization for purposes of Chapter 40B.
5. The Petitioner has submitted the required project data summary, plans and drawings, project narrative, a list of exceptions, storm water management reports and a written description of the proposed sub-surface sewage disposal system.

FACTUAL FINDINGS AND RULINGS

1. The site location is 70 Burley Street.
2. The site has been vacant and has been accessed primarily from Burley Street over an unpaved entrance drive that was constructed by a previous owner under a separate Order of Conditions approved by the Wenham Conservation Commission. Though frontage exists on Lester Road in Danvers, the Burley Street, Wenham entrance will continue to serve as the sole ingress/egress. Lester Road is comprised of primarily single-family dwellings and Burley Street is a mix of multi and single-family dwellings.
3. An emergency ingress/egress will be constructed (as detailed on the approved plans) providing a connection to Lester Road to ameliorate the concern for the length of the dead-end road. (Certain details relating to the emergency ingress have been left to the sole discretion of the Fire Department for final approval.)
4. Beverly Airport directly abuts the property.
5. The Petitioner has agreed to buffer the existing neighborhood from the visual impacting of constructing the project as shown on the Petitioner's site plan. Such buffering will be achieved with landscaping and fencing as shown on the landscaping plan dated May 5, 2004 which was submitted to the Board and is incorporated into this decision.

6. The subject property is located at 70 Burley Street and the project parcel contains approximately 7.2 acres. The project site falls within the *single-family residential district* as set forth in the Wenham Zoning By-Law.
7. The Board finds that the Petitioner has proposed that 25% of the units shall be restricted in perpetuity for purchase by households whose annual incomes are at or below eighty 80% percent of the Boston metropolitan statistical area median family income.

WAIVERS/EXCEPTIONS

Waivers of certain by-laws, regulations, ordinances and policies of the Town of Wenham Zoning By-Law will be required for the proposed project. In particular, the Petitioner requested that the by-laws, regulations, ordinances and policies listed below be waived since they are not consistent with the local needs when balanced against the required need for low and moderate income housing.

The Board grants the following waivers/exceptions from local by-laws, rules and regulations, having determined that such waivers and exceptions will have no detrimental effect on local concerns and will pose no risk to health, safety or the environment:

- **Section IV A-1** – This shall be waived to allow more than one structure upon the lot.
- **Section XI** – This section shall be waived to allow multiple family units upon the site.
- **Section XIV** – This waives any and all penalties that may apply under any and all local ordinances.
- **Chapter XVIII** – Ground Water Resource Protection By-Law – Waiving this allows the use of a joint septic system.
- **Subdivision Regulations** – Rules and Regulations of the Wenham Planning Board and the “Rules Applicable to the Subdivision of Land” are waived since no subdivision is proposed and the Applicant has applied pursuant to the provisions of M.G.L. Chapter 40B.

DECISION AND CONDITIONS

The Board hereby grants the Petitioner a so-called “Comprehensive Permit” for the *Residences at Old Burley Village*, as shown on the Plans, but subject to the following conditions:

A. General Conditions.

1. The project shall be constructed in strict conformance with the site plan entitled, "Site Development Permit Plan, Proposed Townhouse Development, Wenham, Massachusetts, Sheets 1.- 7, dated August 27, 2002 and last revised March 17, 2004, Scale: 1" = 20', (and as noted) prepared by Eastern Land Survey Associates, Inc. Any deviation deemed substantial by the Board from the approved plans and/or documents shall require a modification of this comprehensive permit by the Board as set forth in 760 CMR 31.03 and the Board's comprehensive permit rules [§7.01]. If after issuance of the Comprehensive Permit the Petitioner seeks to change its proposal as approved by the Board, the Petitioner shall promptly notify the Board in writing, describing such change. Within 20 days the Board shall determine and notify the Petitioner whether it deems the change substantial or insubstantial (see 760 CMR 31.03). If the Board determines the change is insubstantial, no public hearing shall be required to review such change. If the Board determines the change is substantial, it shall hold a public hearing within 30 days of its determination and issue a decision within 40 days of the close of the hearing. Only the changes in the proposal or aspect of the proposal affected thereby shall be at issue in the hearing.

2. The development shall be limited to twenty (20) units consisting of ten (10) duplex buildings.

3. As used in this Decision, the term "Petitioner" shall mean Burley Street L.L.C., its heirs, successors and assigns, including, without limitation, any Condominium Association that may be organized as part of a plan to submit the land and buildings that are the subject of this Comprehensive Permit to the requirements of G. L. c. 183A. Approval is hereby granted for the pledging and collateral assignment of this Comprehensive Permit to an institutional construction lender.

B. Affordable Housing Conditions

1. Twenty-five percent (25%) of the twenty (20) units shall be restricted, in perpetuity, as low or moderate income housing for sale to households earning no more than eighty percent (80%) of the median household income for the Boston Metropolitan Area, as may be determined by reference to statistics compiled by the Department of Housing and Community Development or the Federal Department of Housing and Urban Development or the successor agencies of either. The affordable units shall be indistinguishable from the market rate units on the exterior; provided, however, that some of the market-rate units may have outside decks.

Prior to the pre-construction meeting, the final versions of the Regulatory Agreement, Monitoring Services Agreement and Deed Restrictions, which shall be required in order to properly restrict, maintain, and manage the project shall be submitted for the approval of Town Counsel, or such counsel as the Board shall direct.

2. At a minimum, the number of occupancy permits for affordable units shall never be less than twenty-five per cent (25%) of the occupancy permits for market rate units.
3. The maximum number of units allowed by law, but no more than fifty (50%) of the affordable units shall be reserved for the following and allocated pursuant to a lottery system managed and operated by the Town selected lottery manager:
 - a. Residents of the Town of Wenham who shall have been residents of the Town continually without interruption for the two years immediately preceding such resident's application for an affordable unit;
 - b. Children and parents of such residents described in 3.a above;
 - c. Employees of the Town of Wenham and any of its Departments or Authorities, whether or not such employees shall be residents at the time of application for an affordable unit; and
 - d. Employees of any business located within the boundaries of the Town of Wenham; provided, however, that such employees must have been so employed for at least 1500 hours in the 12 months immediately preceding the employee's application for an affordable unit.

C. Plan Submittals

1. Prior to the commencement of any construction on the site, the Petitioner shall provide to the Board a complete set of construction documents for the site to confirm compliance with the Conditions of this approval. If requested, the Petitioner shall provide a reasonable number of additional copies of documents for review by appropriate Town officials. At a minimum, these documents shall include:
 - a. Final site layout.
 - b. Final site grading and drainage design: The Petitioner shall submit a final drainage plan to the Town Engineer.
 - c. Final landscaping plan: The Petitioner shall submit a final schedule for the installation of screening, landscaping, and/or fencing related to each portion of the site

for which that Building Permit is being requested so as to properly screen or buffer that section from existing abutting residential properties.

d. Final Utility Plan: The Petitioner shall select a final utility plan showing all existing and proposed sewer, water, drainage, gas, electric, telephone, and cable lines (as applicable).

e. Site Lighting Plan: The Petitioner shall submit a final plan designed to protect both onsite and offsite glare. Lighting shall be baffled or shielded so as not to glare into or upon dwellings that abut the site.

f. The location of all fire hydrants and emergency vehicular exits, which shall be subject to approval by the Fire Chief.

g. The Petitioner shall deliver a final set of Mylar site development plans, stamped by the appropriate professionals to the Town prior to the commencement of construction.

2. The Petitioner shall demonstrate compliance with all "pre-construction" conditions contained herein prior to obtaining a building permit including confirmation that all permits have been obtained by the Petitioner.

3. The Petitioner shall submit final condominium documents to the Board and Planning Board for final review and comment prior to the commencement of construction.

4. A pre-construction meeting shall be held with the Board prior to the start of construction. At that meeting Petitioner shall confirm that all permits and orders necessary for the project have been obtained.

D. Other Conditions

The Petitioner shall continuously maintain and provide a buffer to the abutting residential neighborhoods from the visual effects and the infrastructure in substantial compliance with the Landscape Plan identified as L.1 filed with the Board.

No construction work shall commence before 7:00 a.m. on weekdays and 8:00 a.m. on Saturdays. No construction work shall continue beyond 6:00 p.m. No work shall be conducted on Sundays or on the following state or federal holidays: Christmas, New Years, July 4th, Labor Day and Thanksgiving.

Work of a quiet nature in the interior of buildings that have been completely enclosed may be permitted at other times.

The Petitioner shall ensure that all reasonable action shall be taken to minimize the negative effects of any noise resulting from construction work as it may affect abutters and residents, including, without limitation, placement of materials stored on site.

All construction vehicles shall be cleaned prior to leaving the site so that they do not leave dirt or debris on any public way as they leave the site.

The Petitioner shall ensure that all dirt and debris deposited on any public way by construction vehicles entering or leaving the site shall be promptly cleaned up and removed.

The following aspects of the development that is the subject of this Comprehensive Permit shall be and shall remain private and the Town of Wenham shall not - unless it elects to do so - as a consequence of this Comprehensive Permit, have any responsibility for operation or maintenance of the following:

- On-site roadway and parking areas;
- On-site snow plowing;
- Landscaping and maintenance;
- Trash removal;
- On-site lighting;
- On-site utilities, whether or not they connect to municipal services.

The following conditions shall be conditions in perpetuity and running with the land and the Petitioner's successors and assigns are to be subjected to these conditions.

- All areas not designated as parking shall be designated Fire Lanes; conspicuous signage will be maintained and "NO PARKING" provisions will be strictly enforced by the Trustees. The manner in which such restrictions shall be enforced shall be included in the relevant condominium documents and may be strictly enforced by public safety officials of the Town of Wenham.
- Areas not dedicated on the finalized plan shall be considered Fire Lanes and so marked.
- Trash compactors are to be provided in every condominium unit.
- A maintenance program as set forth in the Order of Conditions from the Town of Wenham Conservation Commission shall be undertaken by the Trustees of the condominium.
- The Storm Water Detention Facility Maintenance Program is to be pursued and followed by the Trustees of the Condominium.
- No refuse/trash pick-up shall be provided by the Town for this project
- No sheds or similar out-buildings shall be constructed at the site
- No garbage disposals shall be allowed in the units
- The roadway shall be a private way to be maintained by the condominium unit owners
- The Lester Road emergency ingress egress shall be bounded and delineated as determined by the Fire Department

- Fire suppression Sprinkler Systems are to be installed in each condominium unit in the development as approved by the Fire Chief
- The maintenance of the septic system shall be an ongoing and continual responsibility of the Trustees, including the maintenance of a state of the art system to minimize septic odors
- Potential purchasers of units shall be advised of potential aircraft noise due to proximity to the Beverly Airport

The following documents are incorporated into this Decision:

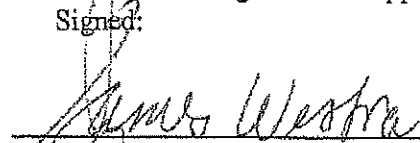

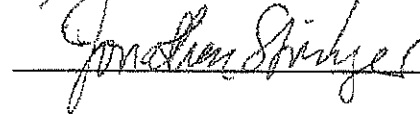
- (1) Site Plans/Drawings dated June 3, 2004 (on file with the Board)
- (2) Landscape Plan dated May 5, 2004 (on file with the Board)
- (3) Three-page Amenity package filed with the Board (Exhibit B)
- (4) A written description of construction materials to be provided by the Petitioner on or before the pre-construction meeting, including information on noise suppression/reduction construction materials.

At the same time that the Petitioner submits to the Monitoring Agent under the Regulatory Agreement all information required by the draft Regulatory Agreement, the Petitioner shall also submit a full copy to the Town of Wenham.

The Petitioner, its successors and assigns, including any successor condominium association, shall be responsible for the operation and maintenance of the items listed immediately above.

Wenham Zoning Board of Appeals

Signed:

This decision shall be recorded in the Essex South District Registry of Deeds and shall be incorporated by reference into with the Condominium by-laws and shall be provided to each unit owner of the Condominium for their information.

Any appeals to this decision must be filed within twenty days under MGL Chapter 40B
Section 22.

RECEIVED IN WENHAM
DATE 9AM 07/07/2004
DAVID HART
TOWN CLERK



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator

TEL 978-468-5522

FAX 978-468-6164

May 31, 2004

Jane Wallis Gumble, Director
Dept. of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, Massachusetts 02114

RE: Wenham Subsidized Housing Inventory

Dear Ms. Gumble:

Please accept this letter as a response to your May 18, 2004 letter to me related to the identification of the number and location of affordable units within the Town of Wenham. You will find attached a copy of the official inventory that you forwarded as part of this correspondence.

Please be advised that the Town of Wenham lists the following units as comprising our affordable housing inventory:

	<u>Units</u>	<u>Location</u>	<u>Number</u>
1.	Enon Village (DMH)	Larch Row	84
2.	Enon Village (DMR)	Larch Row	8
3.	Residential Units (DMH)	Patti Lane	3
4.	Residential Units (DMH)	Walnut Street	8
5.	Residential Units (DMH)	Cherry Street	3
6.	Homeowner Units	Parsons Hill	12
	TOTAL:		118

I would appreciate it if you would correct your records accordingly or contact me to discuss any questions or concerns that you may have regarding the proper listing of the above units.

06/16/2004

08:35

WENHAM TOWN HALL + 816175231231

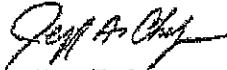
NO.762

003

Also, I would appreciate it if you could answer a question for me. Gordon College is located in the Town of Wenham and they have a Resident Advisor (RA) program which provides affordable housing for students that serve in an RA capacity. Can these units be counted toward the Town of Wenham's affordable housing inventory? Your thoughts on the matter would be greatly appreciated.

Thank you and I look forward to hearing from you.

Sincerely,



Jeff A. Chelgren
Town Administrator

DRAFT 2004 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY

Wenham

Project Name	Address	Type	Total 40B Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
n/a	Larch Lane	Rental	84	Perp	No	DHCD
n/a		Rental	8	Perp	No	DHCD
DMR Group HOME	Confidential	Rental	8		No	DMR
Parsons Hill	Parson Hill Rd, Onion River Rd, Dexter Lane, Stowickwell Lane, Princemere Lane, Lafayette Lane	Ownership	12	2044	No	DHCD
DMH Group Home	Confidential	Rental	3		No	DMR
DMR Group Homes	Confidential	Rental	0			DMR
Wenham Totals			115	Census 2000 Year Round Housing Units		1,310
				Percent Subsidized		8.78%

06/16/2004

08:36

WENHAM TOWN HALL - 81617531231

NO. 762

004

OUTLINE SPECIFICATION

Burley Street, Wenham, MA.

1,792 Sq. Ft. 3 bedroom units w/ Garage

1,292 Sq. Ft. 2 bedroom units w/ Garage & attic

Component	Description
Interior Construction	General
Wall & Partitions	Wood/metal or as specified.
Ceilings/walls	Gypsum wallboard smooth@ Walls/ Light texture at Ceilings
Interior Doors	Solid core 6 panel Masonite, smooth face
Closet doors	Hollow Core, 6 panel masonite
Building Door Hardware	Schlage Plymouth series or equal, lever where required by code
Standing & Running Trim	Primed Pine,
Door/window casings	Primed white wood, 3-1/2" colonial
Garage/Parking	Provided in attached garage
Garage Door	Overhead Door, metal insulated
Floor	Poured in place concrete 3000 PSI
Walls	Fire rated wood wall construction
Ceiling	Fire rated structure
Lighting	General illumination
Entryway	
Unit Entrance Door	Fire rated 6 panel Masonite w/spring hinge closer
Door Lock	Schlage H series Plymouth, Spoon handle
Keys	2 sets- One mailbox key
Floor	strip oak
Walls	Wallboard smooth
Ceiling	Wallboard, smooth
Baseboard	Wood preprimed/ 5-1/2" speedbase
Paint	Benjamin Moore.
Lighting	General illumination
Living Room/ Dining	
Floor	strip oak,
Baseboard	Wood pre-primed/ 5-1/2" speed base note: throughout
Lighting	Recessed 2 fixtures
Fireplace	Electric ewith oak accessory Mantle
Coat Closet	
Floor	Strip oak
Baseboard	wood
Half Bath	
Floor	Strip oak
Baseboard	Wood base pre-primed
Walls	Gypsum wallboard
Faucets	Kohler pedestal or equal
Faucets	Chrome
Toilet	Kohler, white
Lighting	Recessed
Ceiling exhaust	TBD
Toilet Accessories	Delta Chrome or equal
Recessed light	Surface "shoji " light, 2x4

Master Bedroom	
Floor	Carpet on pad, Buyer options
Baseboard	Wood pre-primed/ same as above
Closet Shelving	Vinyl coated wire, w/ rod
Cable TV	1 outlet
Telephone	1 outlet
Master Bathroom	
Floor	6" Tile white with diamond accent matte finish.
Tub surround	4" Tile white
Baseboard	Tile white
Walls	Gypsum wallboard
Ceiling	Gypsum wallboard
Cabinetry	White wood
Sink	One piece white (swanstone or equal)
Faucets	Chrome -Kohler or equal
Tub	Americast
Tub Faucets	Coralais
Toilet	Kohler elongated bowl
Lighting	TBD
Ceiling exhaust	TBD
Toilet Accessories	Delta Chrome
Bedrooms	
Floor	Carpet on pad
Baseboard	Wood base pre-primed
Closet Shelving	Vinyl coated wire, w/ rod
Second Bath	
Floor	6" Tile white matte finish
Shower base and surround	4" Tile white, American Standard base
Baseboard	Wood base pre-primed
Walls	Gypsum wallboard
Cabinet	White
Countertop	One piece white (swanstone or equal)
Faucets	Chrome Kohler or equal
Tub	Enamel steel
Faucets	Chrome
Toilet	Kohler, white
Lighting	Recessed
Ceiling exhaust	TBD
Toilet Accessories	Delta Chrome or equal
Laundry	
	1 each unit
Flooring	VCT with pan
Plumbing	
Water Service Piping	As req'd by code

Supply pipes to units	PVC, cast iron where required by code
Waste	PVC Schedule 40
Hot Water	Electric 70 gallon tank/unit
Fire Protection	
	Smoke detectors per code
HVAC	Electric system
Electrical	
Cable TV	5 Cable TV outlets/unit
Telephone Outlets	5 Telephone jacks/unit
Receptacles & Switches	Per code
Smoke Detectors	Per Code
Service	150 amps/unit

Peter Lombardi

From: Margaret Hoffman
Sent: Tuesday, August 21, 2018 11:20 AM
To: Peter Lombardi
Subject: FW: Middlewoods Peer Review
Attachments: MClark email re Middlewoods 2-21-18.pdf; Middlewoods M Clark ltr 02 08 2018.pdf; MClark review of Middlewoods As built 12 26 2017.pdf

Hi Peter,
I'm attaching Mike Clarks comments on the as built for Midlewoods. I'll drop off the hard copies today. Please note that the developer owes us consultant review funds still. (see below)

From: Margaret Hoffman
Sent: Tuesday, July 3, 2018 5:30 PM
To: Jack Keilty
Cc: Bill
Subject: FW: Middlewoods Peer Review

Hu Jack,
Could you please have your client send us the funds for the Consultant Review for Middlewoods as discussed below?
Thank you.
Let me know if you need copies of anything.
Margaret

Margaret R. Hoffman, AICP
Planning Coordinator
Town of Wenham
138 Main Street
Wenham, MA 01984
Phone -978-468-5520 Ex. 8
Fax- 978-468-8014

From: Margaret Hoffman
Sent: Wednesday, May 30, 2018 1:58 PM
To: 'Jack Keilty'
Subject: Middlewoods Peer Review

Hi Jack,
We have outstanding invoices for the Middlewoods Peer Review amounting to \$3,915.00. We have \$766.13 left in the peer review account. Can you please have your client send a check in the amount of \$3,148.87 so that we can remit payment to Design Consultants Inc. as soon as possible. Thank you. Let me know if you have questions.
Margaret

Margaret R. Hoffman, AICP
Planning Coordinator
Town of Wenham
138 Main Street
Wenham, MA 01984
Phone -978-468-5520 Ex. 8
Fax- 978-468-8014

Margaret Hoffman

From: Michael Clark <MClark@dc-ma.com>
Sent: Wednesday, February 21, 2018 11:56 AM
To: Margaret Hoffman
Subject: RE: Middlewood

Margaret

Both the Detention Basin and catch basin work has been completed as agreed to with the Applicant. Also, the side walk is on the other side so I do not see a need for a fence. I suggest you confirm with the Building Inspector.

Michael F. Clark, P.E., LEED-AP, CPESC
Associate

DESIGN CONSULTANTS, INC. (DCI)

1495 Hancock Street, Suite 205
Quincy, MA 02169
Tel: 617-776-3350 x323
Cell: 781-733-1214
Fax: 617-776-7710
Email: mclark@dc-ma.com
Website: www.dci-ma.com

- *Transportation
- *Civil Engineering
- *Environmental Engineering
- *Geotechnical Engineering
- *Land Surveying
- *Planning

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From: Margaret Hoffman [mailto:MHoffman@wenhamma.gov]
Sent: Tuesday, February 20, 2018 9:40 AM
To: Michael Clark
Subject: FW: Middlewood

Hi Mike,

Do they need to put a fence around the new drainage system at Middlewoods? I know we discussed the safety issue of this, but wasn't sure what we ended up with.

Marg

Margaret R. Hoffman, AICP
Planning Coordinator
Town of Wenham
138 Main Street
Wenham, MA 01984
Phone -978-468-5520 Ex. 8
Fax- 978-468-8014

From: bjbrown1975@aol.com [<mailto:bjbrown1975@aol.com>]

Sent: Thursday, February 15, 2018 4:55 PM

To: Jacqueline Bresnahan; Margaret Hoffman

Subject: Middlewood

Good afternoon,

This is the new drainage system installed at the top of Middlewood Dr. Do we know if there will be fencing around this? Have Residents asking... worried about kids and pets.

Thank you!

Robert J. Brown

Master Electrician

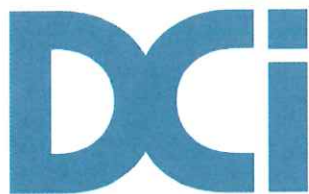
4- Generations Serving Hamilton-Wenham

Veteran Owned Business

[978.473.9287](tel:978.473.9287)

[978.468.1608](tel:978.468.1608)

Sent from my Sprint Phone.



Design Consultants, Inc.

Civil Engineering
Transportation/Traffic
Water/Wastewater
Geotechnical
Land Surveying
Environmental
Planning

February 8, 2018

Ms. Margaret Hoffman, Town Planner
Town of Wenham
138 Main Street
Wenham, MA 01984

Re: Detention Pond and Catch Basin Repairs
Wenham, Massachusetts
DCI Project No. 2016-093

Dear Ms. Hoffman:

Design Consultants Inc. (DCI) has received reviewed the as built Stormwater Drainage Report for The Residences at Middlewood, dated February 7, 2018. The report indicates that the Detention Basin between Stations 18+00 and 19+00 will function as designed if one modification is made to the outlet structure. The catch basin frame and grate need to be lowered 0.3-feet in order to avoid overtopping the basin sides. The catch basin frame and grate would be set at elevation 68.82-feet. It is DCI's professional opinion than that this solution is adequate and will prevent overtopping of the wall. . DCI estimates that this correction will cost on the order of \$500.

The applicants Engineer, Markey and Rubin, have provided a detail for the drainage structure at Station 14+00±. The detail is attached to the Stormwater Report as Addendum 4. The swale will be lowered to a depth where a 10-inch diameter hole is cored into the concrete. Lowering of the swale will result in less opportunity of flooding of the road. DCI believes that the corrective activity proposed by the Applicants Engineer will satisfy our concerns. DCI estimates that this correction will cost on the order of \$4,000.

We trust that the contents of this letter satisfies your present needs. Should you have any questions, please do not hesitate to contact me at (617) 776-3350, ext. 323.

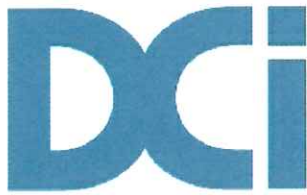
Sincerely,

Design Consultants Inc.


Michael F. Clark, P.E.
Associate

P:\2016 PROJECTS\2016-093 BURLEY ST. WENHAM PEER REVIEW\CORRESPONDENCE\TO OTHERS\TO M HOFFMAN 02 08 2018.DOCX

1495 Hancock Street, Suite 206, Quincy, MA 02169 • 617.689.1010 • www.dci-ma.com
Somerville, MA 617.776.3350 • Newburyport, MA 978.358.7173



Design Consultants, Inc.

Civil Engineering
Transportation/Traffic
Water/Wastewater
Geotechnical
Land Surveying
Environmental
Planning

December 26, 2017

Ms. Margaret Hoffman, Town Planner
Town of Wenham
138 Main Street
Wenham, MA 01984

Re: As-Built Plans for the Residences at Middlewood
Wenham, Massachusetts
DCI Project No. 2016-093

Dear Ms. Hoffman:

Design Consultants Inc. (DCI) has received the Driveway As-Built Plan for The Residences at Middlewood, dated December 19, 2017. This plan is generally complete, but appears to contain some deviations from the approved design.

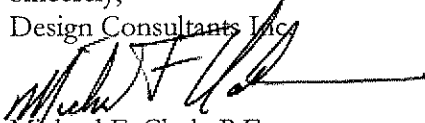
- The drainage structure at Station 14+00± still has not been corrected as outlined in many inspection reports. The structure is a manhole with a rim above the driveway with a drainage swale which is higher than the road and separated from the driveway by a berm. The structure was designed as a manhole with an inlet pipe with an invert of approximately 74 feet. This catch basin has been observed to clog and resulting in overtopping of the road. In one occasion, severe icing was observed across the driveway. This system routes significant flow on occasion from one side of the driveway to another. This item should be corrected, as it is one of the significant safety hazard. The swale should be shown on the as-built. DCI estimates that this item would cost upwards of \$10,000 to correct.
- It appears that the detention basin located between Stations 18+00 and 19+00 has not been constructed as designed. The bottom areas is smaller (200 square feet) and the volume is smaller (1,500 cubic feet) than designed. This may result in additional runoff from the site and flooding downstream. DCI utilized the information provided in the as -built and the design drawings. The additional topography requested in our November 28, 2017 would assist in conducting more precise engineering calculations. DCI estimates that this item would cost upwards of \$25,000 to correct.

*Ms. Margaret Hoffman
Residences at Middlewood*

*Page 2 of 2
December 26, 2017*

We trust that the contents of this letter satisfies your present needs. Should you have any questions, please do not hesitate to contact me at (617) 776-3350, ext. 323.

Sincerely,
Design Consultants Inc.



Michael F. Clark, P.E.
Associate

P:\2016 PROJECTS\2016-093 BURLEY ST. WENHAM PEER REVIEW_CORRESPONDENCE\TO OTHERS\TO M HOFFMAN 12 26
2017.DOCX

BOARD OF SELECTMEN MEETING

September 25, 2018

NEW BUSINESS

D.

Consideration of Request from Middlewood Drive Residents to Impose 15 MPH Speed Limit on Private Way

(5 minutes)

- Draft Motion
- Email regarding Request for Speed Limit from Shane Yellin, Dynamic Property Management, LLC, March 15, 2016
- Letter regarding Consideration of Speed Limit at the Residences of Middlewood from Shane Adam Yellin, Dynamic Property Management, LLC, March 9, 2016
- M.G.L. c.90, §18 Motor Vehicles and Aircraft: Special Regulations, Speed and Use of Vehicles

BOARD OF SELECTMEN MEETING

September 25, 2018

DRAFT MOTION

Request for Speed Limit from Middlewood Residents

- **Vote:** I move to approve the request from residents of Middlewood Drive to impose a speed limit of 15 miles per hour on this private way, consistent with MGL Chapter 90 Section 18, upon installation of appropriate signage in conformance with the most current uniform traffic control standards by the residents at their own expense.

Seconded / Discussion/ Vote

Peter Lombardi

From: Shane Yellin <shane@dynamicpropertymanagement.net>
Sent: Tuesday, March 15, 2016 6:02 PM
To: Peter Lombardi
Subject: Middlewood Speed Limit
Attachments: Request for Speed Limit.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Mr. Lombardi,

Following upon our conversation a few moments ago, attached is a digital version of the letter I had sent to your office regarding a speed limit on Middlewood Drive, enforceable by the town. Should you have any questions, please call me at 781-715-1488.

The letter does state 20 MPH, however the association would be equally happy with 15 MPH.

Regards,
Shane

Shane Adam Yellin

Dynamic Property Management, LLC

203 Washington St., Suite #316

Salem, MA 01970

P: (781) 715-1488

F: (978) 594-8995

www.dynamicpropertymanagement.net

"From Minutia to Madness and Everything in Between"



203 Washington St. #316
Salem, Massachusetts 01970
Phone: (781) 715.1488
Fax: (978) 594.8995

March 9, 2016

Wenham Town Hall
Board of Selectman
C/O Town Administrator Peter Lombardi
138 Main Street
Wenham, MA 01984

Dear Mr. Lombardi,

I am writing on behalf of the new condominium development, the Residences at Middlewood, located just over the Danvers border in Wenham. The association lies on a privately owned road (Middlewood Drive), however there have been a great many concerns involving speeding down the road. This was brought to the attention of one of the residents, John LeLacheur who is the Chief of the Beverly Police. He contacted Chief Thomas Perkins asking about if there was a means to install a speed limit. Chief Perkins advised to contact your office, citing M.G.L. Chapter 90 Section 18 with no need of bylaw modification for the town of Wenham. With this speed limit, the association is hoping for town enforcement to ensure the safety of all of the residents.

The association is requesting a speed limit, enforceable by the town police, of 20 MPH.

I thank you for consideration of this matter. Should you, or anyone in your office have any questions, please contact Shane Yellin of Dynamic Property Management at 781-715-1488 or shane@dynamicpropertymanagement.net.

Best Regards,

Shane Adam Yellin
Dynamic Property Management, LLC

Part I ADMINISTRATION OF THE GOVERNMENT**Title XIV** PUBLIC WAYS AND WORKS**Chapter 90** MOTOR VEHICLES AND AIRCRAFT**Section 18** SPECIAL REGULATIONS, SPEED AND USE OF VEHICLES

Section 18. The city council, the transportation commission of the city of Boston, the board of selectmen, park commissioners, a traffic commission or traffic director, or the department, on ways within their control, may make special regulations as to the speed of motor vehicles and may prohibit the use of such vehicles altogether on such ways; provided, however, that except in the case of a speed regulation no such special regulation shall be effective unless it shall have been published in one or more newspapers, if there be any, published in the town in which the way is situated, otherwise in one or more newspapers published in the county in which the town is situated; nor until after the department, and in the case of a speed regulation the department and the registrar, acting jointly, shall have certified in writing that such regulation is consistent with the public interests; provided, however, that nothing herein contained shall be construed as affecting the right of the metropolitan district commission or of the department of environmental management to make rules and regulations governing the use and operation of motor vehicles on lands, roadways and parkways under its care and control. No

such rule or regulation shall prohibit the use of passenger or station wagon type motor vehicles whose gross weight is less than five thousand pounds and which are registered for commercial use on ways where noncommercial passenger type motor vehicles are permitted to operate. No such regulation shall be effective until there shall have been erected, upon the ways affected thereby and at such points as the department and the registrar, acting jointly, may designate, signs, conforming to standards adopted by the department, setting forth the speed or other restrictions established by the regulation, and then only during the time such signs are in place. Any sign, purporting to establish a speed limit, which has not been erected in accordance with the foregoing provisions may be removed by or under the direction of the department.

Any person, corporation, firm or trust owning a private parking area or owning land on or abutting a private way, or any person, corporation, firm or trust controlling such land or parking area, with the written consent of the owner, may apply in writing to the city council, the traffic commission of a city or town having a traffic commission, the transportation commission of the city of Boston or the board of selectmen in any town in which the private way or parking area lies, to make special regulations as to the speed of motor vehicles and as to the use of such vehicles upon the particular private way or parking area, and the city council with the approval of the mayor, the traffic commission of a city or town, the transportation commission of the city of Boston or the board of selectmen, as the case may be, may make such special regulations with respect to said private way or parking area to the same extent as to ways within their control and such special regulations shall not be subject to approval by the department or the registrar; provided, however, that any

traffic signs, signals, markings or devices used to implement such special regulations shall conform in size, shape and color to the most current manual on uniform traffic control devices.

BOARD OF SELECTMEN MEETING

September 25, 2018

NEW BUSINESS

E.

Letter of Support for 40 Hull Street Habitat for Humanity Project and Authorization to Execute 40 Hull Street Comprehensive Permit Application to DHCD (10 minutes)

- Draft Motion
- Letter regarding Support from the Board of Selectmen for 40 Hull Street Habitat for Humanity Project - Placeholder
- 40 Hull Street Comprehensive Permit Application to DHCD – Will update current version with comments and provide an update prior to meeting

BOARD OF SELECTMEN MEETING

September 25, 2018

DRAFT MOTION

40 Hull Street Project

- Vote: I move to approve the Letter of Support and authorize Catherine A. Harrison on behalf of the Selectboard to execute the Letter of Support and the Comprehensive Permit Application to DHCD for the Habitat for Humanity Project at 40 Hull Street.

Seconded / Discussion/ Vote



Town of Wenham

Town Hall
138 Main Street
P. O. Box 576
Wenham, MA 01984

Board of Selectmen and Town Administrator

TEL 978-468-5520 x2

FAX 978-468-8014

Donald Preston
Executive Director
Habitat for Humanity North Shore
14 Park Street
Danvers, MA 01923

RE: 40 Hull Street Project

Dear Don,

The Town of Wenham Board of Selectmen supports the Habitat for Humanity North Shore Application for 2 units of affordable housing at 40 Hull Street, Wenham, MA. At its July 24, 2018 meeting, upon recommendation of the Wenham Affordable Housing Trust, the Selectmen unanimously voted to support \$230,000 in funding for the acquisition of the property.

This project clearly fits the mission of the Affordable Housing Trust's Action Plan... "to guide the allocation of Trust funds to most effectively address Wenham's housing needs, including, but not limited to, achieving and maintaining compliance with Chapter 40B, through initiatives that foster appropriately scaled, located, and designed affordable/mixed income housing."

More specifically, the project fulfills a priority initiative—"to actively promote the construction of appropriately scaled and located SHI eligible housing on privately owned property."

The Town looks forward to its partnership with Habitat for Humanity as we work together with other town boards to successfully complete this project.

Sincerely,

Catherine A. Harrison
Board of Selectmen, Chairman

MASSACHUSETTS
Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

INSTRUCTIONS

Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required.

An application fee, payable to the Massachusetts Department of Housing and Community Development, shall be submitted with the application. The schedule of fees is as follows:

	Project Fee	plus	Per Unit Fee
Municipality	\$1,000		\$30
Non-Profit	\$1,750		\$40
All Others	\$4,000		\$50

Mail to:

Local Initiative Program
Department of Housing & Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Toni Coyne Hall, Director of Local Initiative Program

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the DHCD 40B Guidelines, specifically Section VI. For further assistance, please contact Toni Coyne Hall at 617-573-1351 or toni.coyne.hall@state.ma.us.

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at <http://www.mhic.com> and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application

Application Contents:

- | | |
|------------------------------------|-------------------------------------|
| I. General Information | VIII. Surrounding Area |
| II. Community Support | IX. Financing |
| III. Municipal Contact Information | X. Project Feasibility |
| IV. Development Team | XI. Development Schedule |
| V. Project Information | XII. Marketing Outreach and Lottery |
| VI. Site Information | XIII. Checklist of Attachments |
| VII. Design and Construction | |

February 2010

MASSACHUSETTS
Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

I. GENERAL INFORMATION

Community: Wenham
Name of Development: 40 Hull St
Site Address: 40 Hull St
Developer: Habitat for Humanity North Shore

1. Type of Housing:
☐ Single Family house ☐ Rental
☒ Condominium ☐ Age Restricted

2. Project Characteristics:
☒ New Construction ☐ Conversion
☐ Rehabilitation ☐ Other

3. Total Acres .42 Density of Project (units/acre) 2 units / .4 acre

4. Unit Count:

Total Number of Units 2
Affordable 2
Market 0

5. Unit Prices/Rents:
Market Rate \$0
Affordable \$145,000.00

Required Signatures for the
Comprehensive Permit Project Application
Chief Executive Official
of Municipality:

Chair, Local Housing Partnership
(if applicable):

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

II. COMMUNITY SUPPORT

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- ☒ Land donation (dollar value \$230,000)
- ☐ Building donation (dollar value _____)
- ☐ Marketing assistance
- ☒ Other work by local staff
- ☐ Density increase
- ☐ Waiver of permit fees
- ☐ Other regulatory or administrative relief (specify) _____
- ☒ Local funds (cash)
Amount \$60,000 Source: Community Preservation Act (not yet authorized)
- ☒ HOME funds
- ☐ Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- ☒ Other (specify) _____

Briefly explain the contributions: The Wenham Affordable Housing Trust and Board of Selectmen committed \$230,000 towards the acquisition of the property. The Town Planning Coordinator has helped with applications and securing data for these applications. An application will be going before the Town of Wenham Community Preservation Committee for support of this project after permits are secured. An application has been submitted to the North Shore HOME Consortium for \$100,000 for this project. Habitat has committed \$40,000 to the project, and we will be applying for grants from Wells Fargo, FHLB and Peoples United Bank.

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances). In 2018 the Town of Wenham developed the Wenham Housing Needs Assessment & Affordable Housing Action Plan, this plan set goals for affordable housing in Wenham. The Town of Wenham has 118 housing units deemed affordable by DHCD guidelines. That is 8.4% of the housing stock, the town would have to create 22 more affordable housing units to reach it goal of 10% of

its housing stock being affordable. The report also documents the income levels in Wenham, 1/4 of households have under 80% AMI and 188 households have incomes under \$25,000. The report shows a need for truly affordable housing in the town and that is exactly what this project at 40 Hull Street will address. We will be creating housing for families earning between 40-60% of the area median income: which translates to a family of four earning between \$41,300 and \$62,040.

The Town of Wenham Affordable Housing Trust Action Plan, updated in June of 2018 lists as its short term goals to create more SHI units and to convert existing units into SHI units. This property is located on Hull Street, is in a residentially zoned area abutting Gordon College and just off of RT 128's Grapevine exit.

III. MUNICIPAL CONTACT INFORMATION

Chief Elected Official

Name Catherine Harrison
Address 138 Main St, Wenham, Ma 01984
Phone 978-468-5520 x2
Email charrison@wenhamma.gov

Town Administrator/Manager

Name Peter Lombardi
Address 138 Main St, Wenham, Ma 01984
Phone 978-468-5520 x2
Email plombardi@wenhamma.gov

City/Town Planner (if any)

Name Margaret Hoffman
Address 138 Main St, Wenham, Ma 01984
Phone 978-468-5520 x8
Email MHoffman@wenhamma.gov

City/Town Counsel

Name Amy E. Kwesell, Esq. KP I Law
Address 101 Arch St, 12th fl Boston, Ma 02110
Phone 617-654-1811
Email akwesell@k-plaw.com

Chairman, Local Housing Partnership (if any)

Name Joshua Anderson
Address 138 Main St, Wenham, Ma 01984
Phone 978-468-5520 x2
Email jtander@mit.edu

Community Contact Person for this project

Name Margaret Hoffman
Address 138 Main St, Wenham, Ma 01984
Phone 978-468-5520 x8
Email MHoffman@wenhamma.gov

IV. DEVELOPMENT TEAM - CONTACT INFORMATION (include all development members)

Developer Name: Habitat For
Humanity North Shore
Address: 14 Park St,
Danver, Ma 01923
Phone 781-598-0310

Email
dpreston@habit
atforhumanity-
northshore.com
Tax ID # 04-2939276

Attorney Name: Judy Field PC
Address: 900 Cummings
Ctr, Suite #306T, Beverly, MA
01915
Phone 978-922-0330

Email
judy@judyafiel
aw.com
Tax ID # 45-0681719

Contractor Name: Mark J Bergeron
Construction Supervisor HFHNS
Address: 120R Montvale
Ave, Woburn, Ma 01801
Phone 781-844-4789

Email
markb8128@hot
mail.com
Tax ID # 46-2328819

Mkting/
Lottery AgentName: HFHNS
Address: 14 Park St,
Danvers, MA 01923
Phone 781-598-0310

Architect Name: Daniel Skolski
Address: 100 Cummings
Center Suite 215C, Beverly, Ma
01915
Phone 978-965-3470
x105
Email
daniel@dmsdesi
gn.com
Tax ID # 20-8418529

Email
dpreston@habit
atforhumanity-
northshore.com
Tax ID # _____

Housing
Consultant Name: none
Address: _____
Phone _____
Email _____
Tax ID # _____

Engineer Name: none
Address: _____
Phone _____
Email _____
Tax ID # _____

TEAM EXPERIENCE - DEVELOPER QUALIFICATIONS

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past five years. Include projects currently in construction. Provide owner references for each project, including a current phone number. Alternatively, a resume outlining the experience that covers the items listed on the chart below may be submitted.

1. Developer: Habitat for Humanity North Shore

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:	270 Asbury St	314 Lowell	55 Coolidge	6 Grover
Community/Address	Hamilton, 270 Asbury Street	Peabody, 314 Lowell St	Danvers, 55 Collidge St	Lynn, 6 Grover St
Housing Type	new construction, two 2-bedroom homes	rehab single family	new construction single family	rehab three family
Number of Units	2	1	1	3
Total Development Costs	\$531,000	\$330,00	\$160,000	\$403,100
Subsidy Program (if applicable)				
Date Completed	under construction	December 2015	Decembe 2015	November 2014
Reference: Name & Telephone #	Don Preston 978-590-1152	Don Preston 978-590-1152	Don Preston 978-590-1152	Don Preston, 978-590-1152

2. Contractor: MJB Consulting

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:	270 Asbury	314 Lowell	55 Coolidge	6 Grover
Community/Address	Hamilton, 270 Asbury St	Peabody, 314 Lowell St	Danvers, 55 Coolidge Rd	Lynn, 6 Grover St
Housing Type	new construction of two 2-bedroom homes	rehab single family	new construction single family	rehab three family
Number of Units	2	1	1	3
Total Development Costs	\$531,000	330,000	160,000	403,100
Subsidy Program (if applicable)				
Date Completed	under construction	Dec 2015	December 2015	November 2014
Reference: Name & Telephone #	Mark Bergeron #781-844-4789	Mark Bergeron 781-844-4789	Mark Bergeron 781-844-4789	Mark Bergeron 781-844-4789

3. Other Chapter 40B Experience

Have you or any members of your team had previous Chapter 40B experience with DHCD and/or other subsidizing agencies? ☒ Yes ☐ No

If yes, please explain. Don Preston was board president of Beverly Affordable Housing Coalition when Holcroft Homes in Beverly was developed as a friendly 40B, and also a recent friendly 40B for a Habitat project at 270 Asbury St, Hamilton.

4. Bankruptcy / Foreclosure

Have you or any entities you control ever filed for bankruptcy or have had a property foreclosed? ☐ Yes ☒ No

If yes, please explain. _____

DEVELOPER CERTIFICATION

The undersigned hereby certifies that he/she is President (Title) of Habitat For Humanity North Shore(Legal Name of Applicant) and that the information requested below for the project known as 40 Hull Street (Project Name) is complete and that all information contained in this application is true and correct to the best of his/her knowledge. The undersigned Developer agrees to execute DHCD model documents, as required. If the Developer is other than a non profit corporation or public entity, the Developer hereby certifies that it shall comply with all reporting requirements described in 760 CMR 56.00 and as set forth in the LIP Guidelines.

Signature of Developer _____

Date _____

V. PROJECT INFORMATION

1.	Type of Housing	Total number of units
	Single Family House	_____
	Condo	<u>2</u>
	Rental	_____
	Other	_____

2. Total Number of Units 2 Affordable 2 Market 0

3.	Project Style	Total number of units
	Detached single-family house	_____
	Rowhouse/townhouse	_____
	Duplex	<u>1</u>
	Multifamily house (3+ family)	_____
	Multifamily rental building	_____
	Other (specify)	_____

4. Is this an age-restricted (55+) Development? Yes ☐ No ☒
If yes, please submit a marketing study that demonstrates an understanding of the region's demographics, market demand and the particular strategies necessary to attract buyers to both market and affordable units.

5. Estimate the percentage of the site used for:

Buildings 8% Parking & Paved Areas 3.5%
Usable Open Space 88.5% Unusable Open Space _____

6. Is any portion of the project designed for non-residential use? no
If yes, explain the non-residential uses. _____

7. Sustainable Development Design and Green Building Practices

In accordance with the Sustainable Development Principles adopted by Governor Patrick's Administration in 2007, DHCD encourages housing development that is consistent with sustainable development design and green building practices. For more information, see Appendix VI.A-1 and VI.B-1 of the 40B Guidelines for a list of links to resources and opportunities related to sustainable development.

A. How will this development follow Sustainable Development Principles? We will concentrate development within the setbacks established for this area per the Town of Wenham's Zoning By-laws and maintain the single family nature of the neighborhood and will maintain the streetscape along Hull St. We are working closely with the Town of Wenham's Planning Dept. to communicate to the neighbors what our plans are and what impact it will have on them. We are working to be efficient in the planning process by open communication with all Town Boards and Departments. We will be protecting the environment and water resources by using a new Title V system and preserving the maximum amount of open space and plantings on site. We will be expanding housing opportunities by creating two affordable home ownership units in a town with only 8.4% of its housing stock affordable. We will be promoting clean energy by using energy star guidelines in heating these homes and will be exploring the

possibility of generating electricity with solar panels. Regionally there is a shortage of affordable home ownership units and this project will address that need.

- B. How will the project maximize energy efficiency and meet Energy Star Standards? We work with a HERS rater to create a building envelope that is energy efficient and employ energy star standards to all aspects of our construction, from framing to the heating system . We will be using low flow showers and toilets, as well as a light colored roof. All of our paints are low voc.
- C. What elements of “green design” are included in the project (e.g. reduction of energy and water consumption, increasing durability and improving health)?
Meets energy star standards

8. Project Eligibility

- A. Have you ever applied for a project eligibility letter involving any portion of the site, or are you aware of any prior application for a project eligibility letter involving any portion of the site?
☐ Yes ☒ No If yes,explain. _____
- B. Has the municipality denied a permit on another proposal for this site within the last 12 months? ☐ Yes ☒ No

9. Outstanding Litigation

Is there any outstanding litigation relating to the site? ☐ Yes ☒ No
If yes, explain. _____

10. Unit Composition

Complete the chart below. Include a separate entry for each unit type according to its square foot/age and/or sales price/rent.

Type of Unit	# of Units	# of Bdrms	# of Baths	Gross Sq. Ft.	# of Parking Spaces	Sales Price/Rent	Condo Fee	Handicap Accessible
Affordable	<u>1</u>	<u>2</u>	<u>2</u>	<u>1200</u>	<u>2</u>	<u>145,000</u>	<u>\$50</u>	<input checked="" type="checkbox"/> # <u>1</u>
	<u>1</u>	<u>1</u>	<u>1</u>	<u>800</u>	<u>2</u>	<u>135,000</u>	<u>50</u>	<input checked="" type="checkbox"/> # <u>1</u>
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Market	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Other	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____

VI. SITE INFORMATION

1. Total Acreage .42 Total Buildable Acreage .23

2. Describe the current and prior uses of the subject site: This site has been used a housing since 1925. It has been a single family home with four bedrooms.

Existing buildings on site? Yes ☒ No ☐

If yes, describe plans for these buildings: We will be demolishing this building as it does not meet current building codes and is falling down.

3. Current Zoning Classification:

Residential Single family (minimum lot size) 40,000

Commercial _____ Industrial _____ Other _____

4. Does any portion of the site contain significant topographical features such as wetlands?

Yes ☐ No ☒ If yes, how many acres are wetlands? _____

If yes, attach map of site noting wetland areas.

Is map attached? ☐ Yes ☒ No

5. Is the site located within a designated flood hazard area?

Yes ☒ No ☐

If yes, please attach a map of the site with flood plain designations.

Is map attached? ☒ Yes ☐ No

6. Is the site or any building located on the site listed, nominated or eligible for listing on the National Register of Historic Places? Yes ☐ No ☒

7. Is the site within a Historic District? Yes ☐ No ☒

If yes, describe the architectural, structural and landscape features of the area: _____

8. In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

Yes ☒ No ☐ If yes, please explain: The property was foreclosed by Ditech Financial LLC f/k/a Green Tree Servicing LLC on 10/13/2017, see attachment.

9. ☐ Indicate which utilities are available to the site:

Public Sewer ☐

Public Water ☒

Natural Gas ☒

On-site Sewer Treatment Facility ☐

Other ☐ Explain: _____

Private Septic ☒

Private Wells ☐

Electricity ☒

Public Streets ☒

Private Ways ☐

10. Describe any known or suspected hazardous waste sites on or within a ½ mile radius of the project site. none

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing. ☐ Yes ☒ No

12. What waivers will be requested under the comprehensive permit? The right to build two units of housing on a single lot. Wenham Zoning Bylaw Table of Use Regulations/Residential Zone

13. Describe the current status of site control and attach copies of relevant deeds or executed agreements.

A. ☐ Owned by Developer _____

B. ☐ Under Purchase and Sale Agreement _____

C. ☒ Under Option _____

Seller: Anita Coco Buyer: Habitat for Humanity North Shore

Is there an identity of interest between the Buyer and Seller? If yes, please explain: _____

Date of Agreement 07/30/2018 Expiration Date 11/30/2018

Extensions granted? Yes ☒ No ☐ Date of Extension to be granted

Purchase Price \$230,000

VII. DESIGN AND CONSTRUCTION

1. **Drawings**

Please submit one set of drawings.

Cover sheet showing written tabulation of:

- ☒ Proposed buildings by design, ownership type, and size. Identity and describe affordable units and handicapped accessible units.
- ☐ Dwelling unit distribution by floor, size, and bedroom/bath number
- ☐ Square footage breakdown of commercial, residential, community, and other usage in the buildings
- ☒ Number of parking spaces

Site plan showing:

- ☐ Lot lines, streets, and existing buildings
- ☐ Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- ☐ Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- ☐ Wetlands, contours, ledge, and other environmental constraints
- ☐ Identification of affordable units
- ☐ Identification of handicapped accessible units.
- ☐ Sidewalks and recreational paths
- ☐ Site improvements, including landscaping
- ☐ Flood plain (if applicable)

Utilities plan showing:

- ☐ Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- ☐ Typical building plan
- ☐ Typical unit plan for each unit type with square footage tabulation
- ☐ Typical unit plan for each accessible unit type with square footage tabulation
- ☐ Elevation, section, perspective, or photograph
- ☐ Typical wall section

2. Construction Information

<u>Foundations</u>	# Mkt. Units	# Aff. Units	Attic	# Mkt. Units	# Aff. Units
Slab on Grade	_____	<u>2</u>	Unfinished	_____	<u>2</u>
Crawl Space	_____	_____	Finished	_____	_____
Full Basement	_____	_____	Other	_____	_____
<u>Exterior Finish</u>	# Mkt. Units	# Aff. Units	Parking	# Mkt. Units	# Aff. Units
Wood	_____	_____	Outdoor	_____	<u>4</u>
Vinyl	_____	<u>2</u>	Covered	_____	_____
Brick	_____	_____	Garage	_____	_____
Fiber Cement	_____	_____	Bicycle	_____	_____
Other	_____	_____			

Heating System

Fuel: ☐ Oil ☐ Gas ☒ Electric ☐ Other

Distribution method (air, water, steam, etc.): forced hot water

Energy Efficient Materials

Describe any energy efficient or sustainable materials used in construction:

Sealing around all openings, isonine spray foam insulation in attic and sill plates.

Insulation in all cavities following energy star guidelines. Light colored roofing material.

Working on possible solar panels for electricity.

Modular Construction

If modular construction will be used, explain here:

Amenities

Will all features and amenities be available to market buyers also be available to affordable buyers? If not, explain the differences.

N/A

VIII. SURROUNDING AREA

1. Describe the land uses in the surrounding neighborhood.

residential and Gordon College Fitness center

2. What is the prevailing zoning in the surrounding neighborhood?

residential

3. How does the project's proposed site plan and design relate to the existing development pattern(s) of the immediately surrounding area?

We have incorporated the house size and style of the neighborhood into our design.

4. Describe and note distances to nearby amenities and services such as shopping, schools, parks and recreation, or municipal offices.

The site is 3.25 miles to downtown Wenham. The site is 2.82 miles to downtown Hamilton and the MBTA train station. It is 2.68 miles to a shopping plaza and 2,000 feet from the Grapevine exit to Rt 128. It is across the street from a conservation area. Downtown Prides Crossing is 1.8 miles away and offers MBTA train service as well as shopping.

5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development).

This project is located in a residential area, on a school bus route .

6. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service.

The site is located 2.82 miles from the Hamilton Commuter Rail Station on the Newburyport/Rockport line. There are 16 outbound trains and 16 inbound trains each day throughout the week.

IX. FINANCING

1. Attach a letter of interest from a construction lender.

Are there any public funds to be used for this project? If yes, indicate the source, amount, use and status of funds: We have applied for \$100,000 in construction funding from the North Shore Home Consortium. This application was just submitted and a decision will not be announced until December of 2018. These HOME funds would be used in the construction of this project.

Describe the form of financial surety to be used to secure the completion of cost certification for this project Habitat for Humanity North Shore.

X. PROJECT FEASIBILITY

The section is for developers of home ownership projects.

Developers of multi-family rental projects must use the One Stop Application at <http://www.mhlc.com> and complete Section 3 Sources and Uses and Section 4 Pro Forma.

Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	<u>\$230,000</u>	<u>\$115,000</u>	<u>\$12.67</u>	<u>\$</u>
Hard Costs:	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Earth Work	<u>\$12,000</u>	<u>\$6,000</u>	<u>\$6.66</u>	<u>\$</u>
Site Utilities	<u>\$30,000</u>	<u>\$15,000</u>	<u>\$16.66</u>	<u>\$</u>
Roads & Walks	<u>\$7,200</u>	<u>\$3,600</u>	<u>\$4.00</u>	<u>\$</u>
Site Improvement	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Lawns & Planting	<u>\$4,500</u>	<u>\$2,250</u>	<u>\$2.50</u>	<u>\$</u>
Demolition	<u>\$13,800</u>	<u>\$6,900</u>	<u>\$7.67</u>	<u>\$</u>
Unusual Site Conditions	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
(b) Total Site Work	<u>\$67,500</u>	<u>\$33,750</u>	<u>\$37.50</u>	<u>\$</u>
Concrete	<u>\$20,000</u>	<u>\$10,000</u>	<u>\$11.11</u>	<u>\$</u>
Masonry	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Metals	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Carpentry	<u>\$114,600</u>	<u>\$57,300</u>	<u>\$63.67</u>	<u>\$</u>
Roofing & Insulation	<u>\$8,800</u>	<u>\$4,400</u>	<u>\$4.89</u>	<u>\$</u>
Doors & Windows	<u>\$10,000</u>	<u>\$5,000</u>	<u>\$5.56</u>	<u>\$</u>
Interior Finishes	<u>\$13,100</u>	<u>\$6,500</u>	<u>\$7.28</u>	<u>\$</u>
Cabinets & Appliances	<u>\$7,000</u>	<u>\$3,500</u>	<u>\$3.89</u>	<u>\$</u>
Plumbing & HVAC	<u>\$39,000</u>	<u>\$19,500</u>	<u>\$21.67</u>	<u>\$</u>
Electrical	<u>\$26,000</u>	<u>\$13,000</u>	<u>\$14.44</u>	<u>\$</u>
(c) Total Construction	<u>\$238,500</u>	<u>\$119,250</u>	<u>\$132.50</u>	<u>\$</u>
(d) General Conditions	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
(e) Subtotal Hard Costs (a+b+c+d)	<u>\$536,000</u>	<u>\$268,000</u>	<u>\$297.78</u>	<u>\$</u>
(f) Contingency	<u>\$11,800</u>	<u>\$5,900</u>	<u>\$6.56</u>	<u>\$</u>
(g) Total Hard Costs (e+f)	<u>\$547,800</u>	<u>\$273,900</u>	<u>\$304.00</u>	<u>\$</u>

Soft Costs:	\$	\$	\$	\$
Permits/Surveys	<u>\$5,100</u>	<u>\$2,250</u>	<u>\$12.83</u>	<u>\$</u>
Architectural	<u>\$7,000</u>	<u>\$3,500</u>	<u>\$3.89</u>	<u>\$</u>
Engineering	<u>\$2,000</u>	<u>\$1,000</u>	<u>\$1.11</u>	<u>\$</u>
Legal	<u>\$4,000</u>	<u>\$2,000</u>	<u>\$2.22</u>	<u>\$</u>
Bond Premium	<u>\$0</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Real Estate Taxes	<u>\$1,600</u>	<u>\$800</u>	<u>\$0.89</u>	<u>\$</u>
Insurance	<u>\$1,000</u>	<u>\$500</u>	<u>\$0.56</u>	<u>\$</u>
Security	<u>\$0</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Developer's Overhead	<u>\$0</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
General Contractor's				
Overhead	<u>\$0</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Construction Manager	<u>\$48,000</u>	<u>\$24,000</u>	<u>\$26.67</u>	<u>\$</u>
Property Manager	<u>\$0</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Construction Interest	<u>\$0</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Financing/Application Fees	<u>\$0</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Utilities	<u>\$2,500</u>	<u>\$1,250</u>	<u>\$1.39</u>	<u>\$</u>
Maintenance (unsold units)	<u>\$0</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Accounting	<u>\$2,400</u>	<u>\$1,200</u>	<u>\$1.33</u>	<u>\$</u>
Marketing	<u>\$2,000</u>	<u>\$1,000</u>	<u>\$1.11</u>	<u>\$</u>
(h) Subtotal Soft Costs	<u>\$70,200</u>	<u>\$35,100</u>	<u>\$39.00</u>	<u>\$</u>
(i) Contingency	<u>\$3,500</u>	<u>\$1,750</u>	<u>\$1.94</u>	<u>\$</u>
(j) Total Soft Costs (h+i)	<u>\$73,700</u>	<u>\$36,850</u>	<u>\$40.94</u>	<u>\$</u>
(k) Total Development Costs (g+j)	<u>\$621,500</u>	<u>\$310,750</u>	<u>\$345.28</u>	<u>\$</u>

Profit Analysis (should conform to the pro forma)

Sources:

Affordable projected sales \$280,000

Market sales \$0

Public grants \$341,500

(A) Total Sources \$621,500

Uses:

Construction Contract Amount \$
(B) Total Development Costs \$621,500

Profit:

(C) Total Profit (A-B) \$0

(D) Percentage Profit (C/B) 0

Cost Analysis (should conform to the pro forma)

Total Gross Building Square Footage 1,800

Residential Construction Cost per Sq. Ft. \$132.50

Total Hard Costs per Sq. Ft. \$37.50

Total Development Costs per Sq. Ft. \$345.28

Sales per Sq. Ft. \$155.56
(do not include proceeds from public grants)

XI. DEVELOPMENT SCHEDULE

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	Phase 1	Phase 2	Phase 3	Total
Number of affordable units	<u>2</u>	<u> </u>	<u> </u>	<u>2</u>
Number of market units	<u>0</u>	<u> </u>	<u> </u>	<u>0</u>
Total by phase	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>

Please complete the following chart with the appropriate projected dates:

	Phase 1	Phase 2	Phase 3	Total
All permits granted	<u>12/18</u>	<u> </u>	<u> </u>	<u> </u>
Construction start	<u>04/2019</u>	<u> </u>	<u> </u>	<u> </u>
Marketing start – affordable units	<u>11/2018</u>	<u> </u>	<u> </u>	<u> </u>
Marketing start – market units	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Construction completed	<u>05/2020</u>	<u> </u>	<u> </u>	<u> </u>
Initial occupancy	<u>06/2020</u>	<u> </u>	<u> </u>	<u> </u>

XII. MARKETING OUTREACH AND LOTTERY

Affirmative Fair Housing Marketing Plan:

Please submit your Affirmative Fair Housing Marketing Plan (AFHMP), prepared in accordance with Section III of the 40B Guidelines, and a description of the lottery process that will be used for this project. This shall describe:

Information materials for applicants that will be used that provides key project information;

Eligibility requirements;

Lottery and resident selection procedure;

Any preference system being used (Note: if local preference is proposed for this project, demonstration of the need for local preference must be demonstrated and accepted by DHCD);

Measures to ensure affirmative fair marketing including outreach methods;

Application materials that will be used; and

Lottery Agent.

XIII. CHECKLIST OF ATTACHMENTS

The following documentation must accompany each application:

1. ☒ Letter of support signed by Chief Elected Officer of municipality
2. ☐ Letter of support from local housing partnership (if applicable)
3. ☐ Signed letter of interest from a construction lender
4. ☐ Map of community showing location of site
5. ☐ Check payable to DHCD
6. ☐ Rationale for calculation of affordable purchase prices or rents (see Instructions)
7. ☐ Copy of site control documentation (deed or Purchase & Sale or option agreement)
8. ☐ Last arms length transaction or current appraisal under by-right zoning
9. ☐ 21E summary (if applicable)
10. ☐ Photographs of existing building(s) and/or site
11. ☐ Site Plan showing location of affordable units
12. ☐ Sample floor plans and/or sample elevations
13. ☐ Proposed marketing and lottery materials

Design & Construction:

This project will consist of a single duplex building with a 1,200 square foot two-bedroom unit and an 800 square foot one-bedroom unit. Both units will be fully accessible and barrier free. Both units will be for homeownership by families in the 40-60% ami income level. The two bedroom unit will have two bathrooms and be on two floors, with a kitchen, bath, living room and possible bedroom on first floor. The second floor will have one-two bedrooms or a studio and a bathroom. The one bedroom unit will have kitchen, living area, bath and bedroom all on one floor. There will be a total of four parking spaces, two for each unit.



Town of Wenham

Town Hall
138 Main Street
P. O. Box 576
Wenham, MA 01984

Board of Selectmen and Town Administrator

TEL 978-468-5520 x2

FAX 978-468-8014

July 31, 2018

Donald Preston
Executive Director
Habitat for Humanity - North Shore
14 Park Street
Danvers, MA 01923

Dear Don,

Enclosed please find the draft minutes from the Tuesday, July 24, 2018 meeting of the Board of Selectmen where they, on recommendation from the Affordable Housing Trust, voted unanimously to approve the sum of \$230,000 in Wenham Affordable Housing Trust funds to Habitat for Humanity of the North Shore for the sole purpose of purchasing property located at 40 Hull Street, Wenham, subject to the parties entering into a mutually acceptable Grant Agreement setting forth the terms of said payment.

Please let us know what else you may need.

Sincerely,

Peter Lombardi
Town Administrator

Enclosure

Wenham Affordable Housing Trust
Wenham Town Hall
138 Main Street
Wenham, MA 01984

September 19, 2018

Donald Preston
Executive Director
Habitat for Humanity - North Shore
14 Park Street
Danvers, MA 01923
Office: (781) 598-0310

RE: 40 Hull Street Project


Dear Don,

I am pleased to provide this letter, indicating our support of the two-unit Habitat for Humanity project planned for 40 Hull Street, Wenham, MA. At its meeting on July 18, 2018, the Wenham Affordable Housing Trust ("WAHT") voted unanimously to recommend to the Board of Selectmen that we provide you \$230,000 in soft debt financing from WAHT funds for your two-unit project. I presented our recommendation to the Board of Selectmen on July 25, 2018. At this meeting, the Board of Selectmen demonstrated their support for your project by unanimously approving our funding recommendation.

We are very pleased with and fully support your project.

Please let us know if there is anything else we can do to help.

Kind regards,



Joshua Anderson, Chair
Wenham Affordable Housing Trust



Town of Wenham

Town Hall
138 Main Street
Wenham, Massachusetts 01984

PLANNING BOARD

Phone: 978-468-5520 Ext. 8

August 20, 2018

Lisa Green, HOME Program Manager
North Shore HOME Consortium
City Hall, 24 Lowell Street
Peabody, MA 01960

RE: Habitat for Humanity – 40 Hull Street Wenham – Application

Dear Ms. Green,

I have been asked to comment on a potential application for Habitat for Humanity at 40 Hull Street in Wenham, MA. I fully support the proposed project that has been described to me by Donald Preston. I am providing you and Mr. Preston my official opinion on the Environmental Protocol form supplied by Mr. Preston for the property at 40 Hull St.

The 18,138 square foot property is within a well-established residential neighborhood in the Town of Wenham within the Residential Zoning District. The house that exists on the site today was originally built in 1910. Since that date it has experienced a few renovations. At this time the building is abandoned and has been secured by the Wenham Fire and Building Departments for unsafe conditions. I have been told that the house will be demolished and a new structure will be built by Habitat on the site.

I have researched Town and State records regarding this property and conferred with the Fire Prevention Officer for the Town of Wenham regarding the questions on the Environmental Protocol. Following is the response to items # 2, 7, 10, 11 & 13:

- The property at 40 Hull Street is not listed on an EPA Superfund National Priorities or CERCLA List, or on the official MDEP list of contaminated properties.
- I have confirmed with the Wenham Fire Safety Officer and our departmental records that the property does not contain any underground storage tanks.
- The property is not within 3,000 feet of any toxic or solid waste landfill site within the Town of Wenham. Further information may be necessary from the City of Beverly.
- The property is not known to have experienced any toxic chemical contamination and does not contain any known radioactive material.

During the Board of Selectmen's Executive Session this afternoon, the Board voted to execute individual separation agreements with each officer. These agreements do not confer any additional wages or benefits to either officer other than those benefits previously earned under their collective bargaining agreement and consistent with the Town's personnel policies.

"The Board of Selectmen places a high value on the integrity of all of its police officers," Chairman Harrison said. "We appreciate the continued leadership of Chief Perkins and the cooperation of the police union in these matters."

NEW BUSINESS

Review & Potential Approval of Affordable Housing Trust (AHT) Funding Request for Habitat for Humanity Hull St. Project

- Memo regarding 40 Hull Street, from North Shore Habitat for Humanity to the Wenham Affordable Housing Trust
- Proposed Site Plan – 40 Hull Street, Wenham, DMS Design, LLC
- Proposed Elevation – 40 Hull Street, Wenham, DMS Design, LLC
- Project Description – 40 Hull Street, Wenham Affordable Housing Trust
- Project Financial Analysis – 40 Hull Street, June 10, 2018
- Draft Minutes – Excerpted from WAHT Meeting, July 18, 2018

Josh Anderson, Chair of AHT was present and spoke to the application from Habitat for Humanity North Shore. for the funding of the acquisition of 40 Hull Street to build two affordable housing units.

Don Preston, Habitat for Humanity North Shore went on to explain in more detail the project to take down the existing, dilapidated structure, and develop 2 affordable housing units; based on the three-bedroom septic system design there would be a two-bedroom unit & a one-bedroom unit duplex style, energy-star rated dwelling

Habitat for Humanity will file for a friendly 40b because Wenham Zoning does not allow two units on one lot.

The new structure will meet all zoning setbacks.

There will be a deed restriction on the house preserving this as an affordable unit in perpetuity to income qualified owners.

Habitat for Humanity operates under the Department of Housing Community Development guidelines.

There will be a local preference lottery for one unit to someone who lives, works or goes to school in Wenham.

Families must put in "400 hours of sweat equity"

There will be a Condominium Association; Because Habitat for Humanity will hold the mortgage, they will remain a voting member of the Association for the term of the loan.

Mr. Anderson reported the AHT voted unanimously to recommend the BOS approve the funding of \$230,000 to purchase the property at 40 Hull Street.

Ms. Harrison, as the BOS representative on the AHT, recommended the Selectmen support this project and the grant request.

The proposed timeline:

- Close on property in November and tear down the structure
- Construction 2019 spring/fall start
- One-year construction period

Note: Mr. Clemenz moved to approve the sum of \$230,000 in Wenham Affordable Housing Trust funds to Habitat for Humanity of the North Shore for the sole purpose of purchasing the property located at 40 Hull Street, Wenham, subject to the parties entering into a mutually acceptable Grant Agreement setting forth the terms of said payment. The motion carried unanimously.

Discussion of Potential Installation of Cell Tower at Iron Rail Property

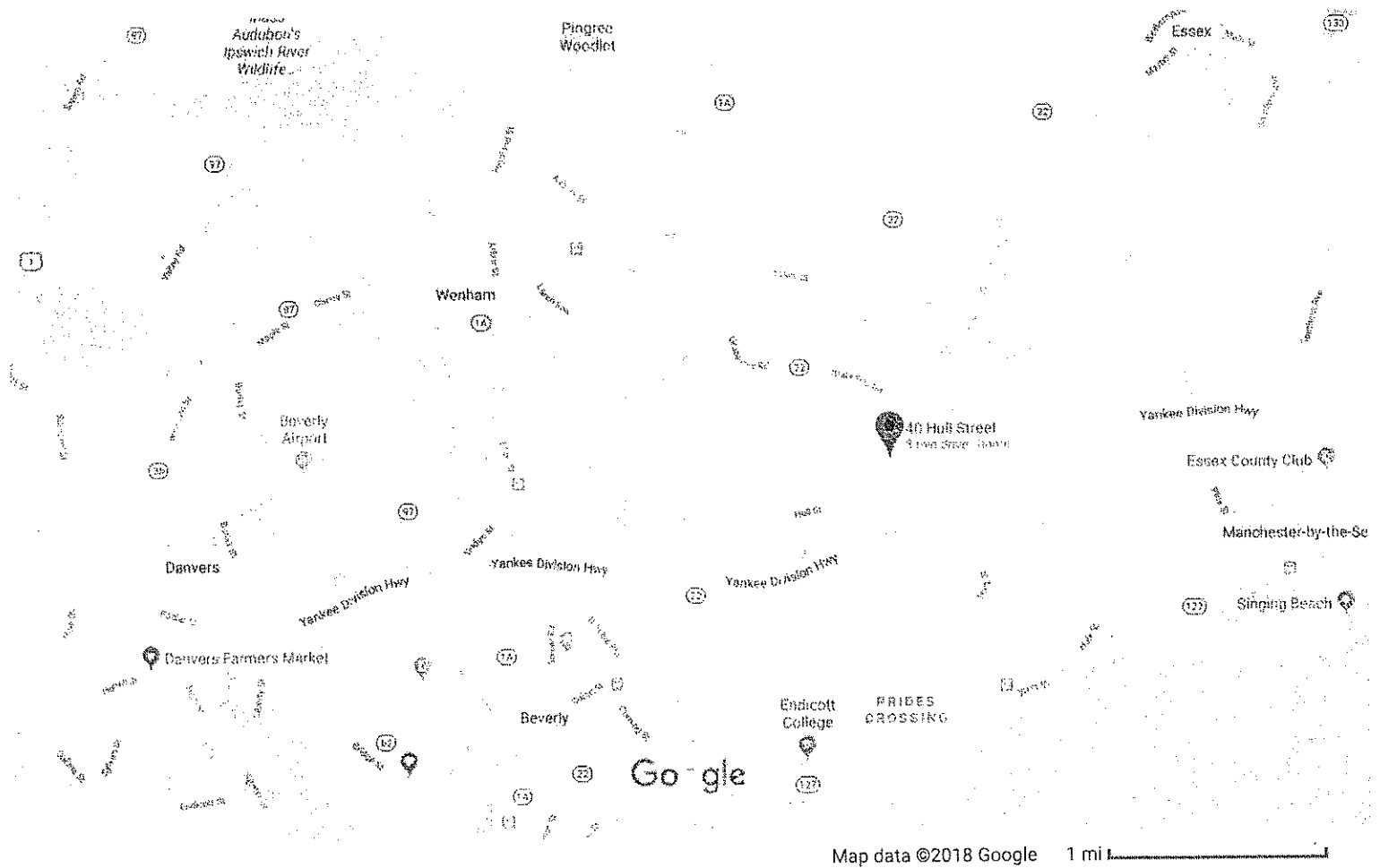
- Memo regarding Potential Cell Tower Installation at Iron Rail Property from P. Lombardi, June 27, 2018
- Preliminary Study of Wireless Coverage in the Town of Wenham Massachusetts, Blue Sky Tower Partners, LLC
 - Wenham Coverage Map
 - Airport Flight Zone Map
 - Map of Wireless Sites within 4 Miles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

Present: Jim Romano, Iron Rail Commission Chair & Don Madden, Blue Sky Towers

Mr. Madden spoke to possibly placing a cell tower on the Iron Rail property giving approximately a 2-3-mile radius of cellular coverage.

Mr. Romano reviewed the proposed plan as presented to the Commissioners to place a cell tower behind the Scout Barn, halfway to the cemetery on the knoll. This places the tower on the highest point of the property and allows for a good amount

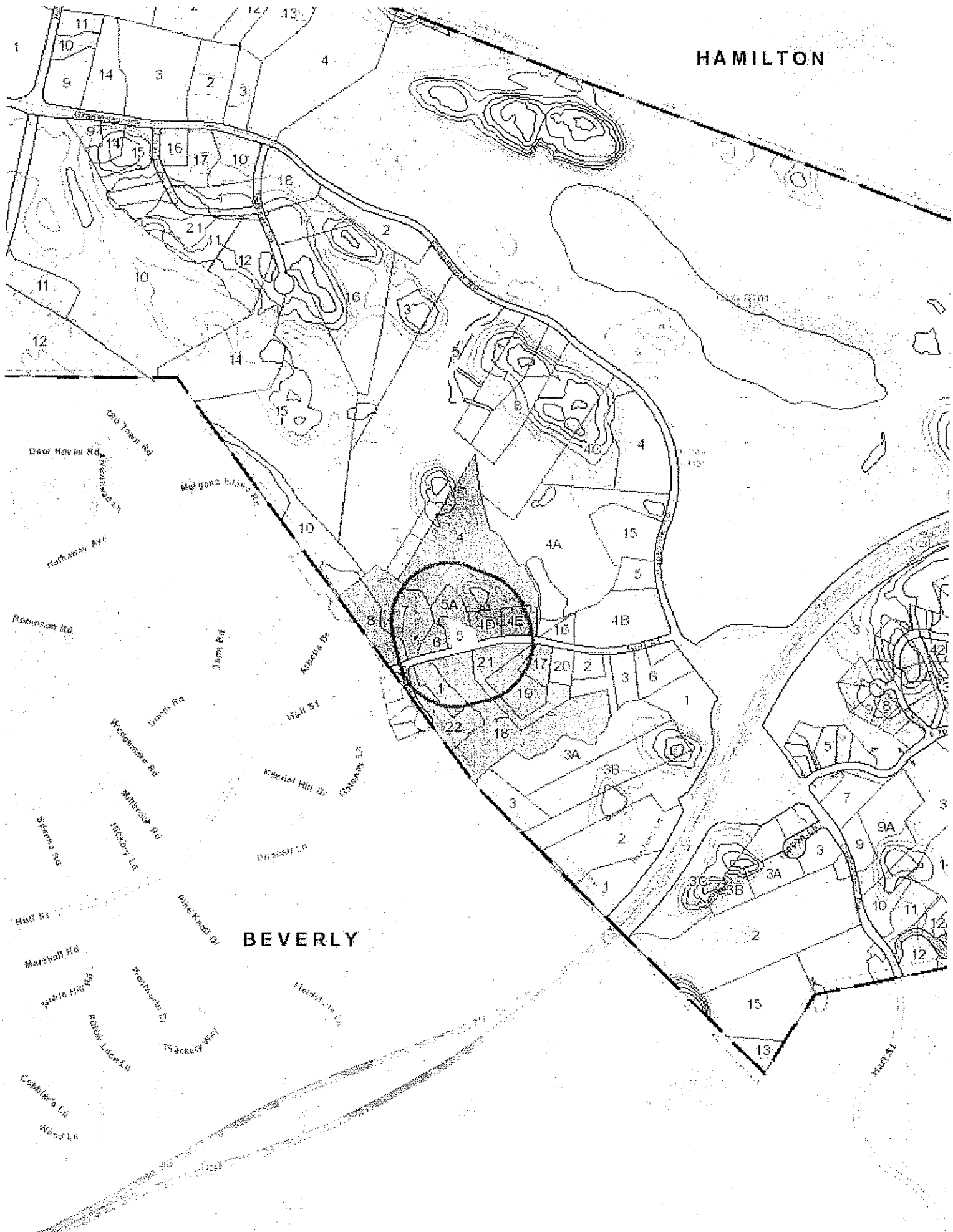
Google Maps 40 Hull St



40 Hull St
Wenham, MA 01984

HAMILTON

BEVERLY



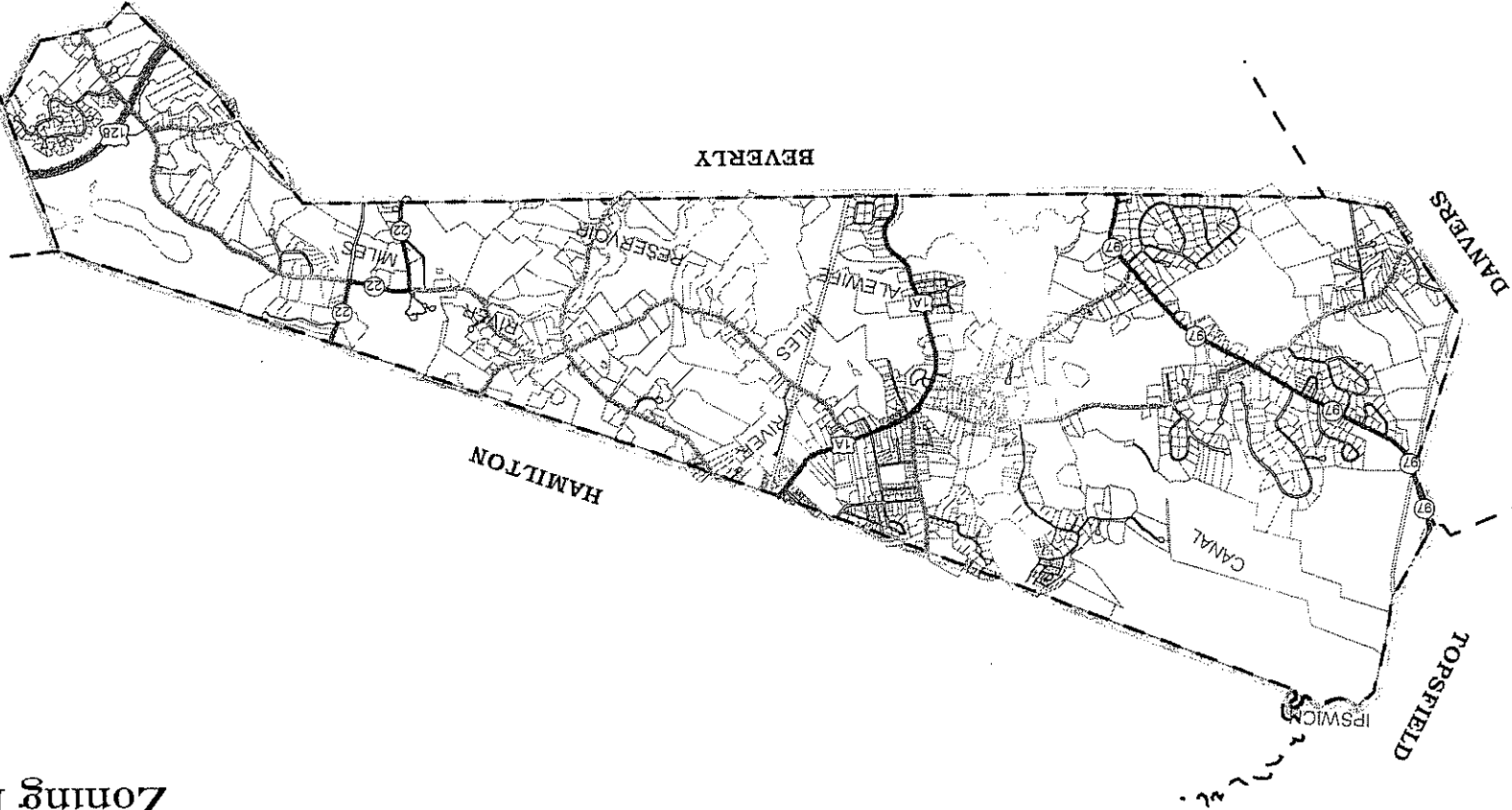


TOWN OF WENHAM
ESSEX COUNTY
MASSACHUSETTS

Zoning Map



MANCHESTER



Legend

- Business
- Residential

Purchase and Sales Agreement for Real Estate

1. PARTIES AND MAILING ADDRESSES.

Anita Coco, having an address of PO Box 671, Beverly, Massachusetts 01984 hereinafter called the SELLER, agrees to SELL and Habitat for Humanity-North Shore, Inc., a Massachusetts non-profit corporation, or its affiliate, having an address of 14 Park Street, Danvers, Massachusetts 01923, hereinafter called the BUYER or PURCHASER, agrees to BUY, upon the terms hereinafter set forth, the premises described in paragraph two of this agreement.

2. DESCRIPTION.

The land together with the improvements thereon located at 40 Hull Street, Wenham, Massachusetts, as more particularly shown on deed recorded with the Registry in Book 36251, Page 518.

3. BUILDINGS, STRUCTURES, IMPROVEMENTS AND FIXTURES.

Included in the sale as a part of said premises are the buildings, structures, and improvements now thereon, and the fixtures used in connection therewith including, if any.

4. TITLE DEED.

Said premises are to be conveyed by a good and sufficient quitclaim deed running to the BUYER, or to the nominee designated by the BUYER by written notice to the SELLER at least seven days before the deed is to be delivered as herein provided, and said deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except

- a) Provisions of existing building and zoning laws;
- b) Existing rights and obligations in party walls which are not the subject of written agreement;
- c) Such taxes for the then current year as are not due and payable on the date of the delivery of such deed;
- d) Any liens for municipal betterment assessed after the date of this agreement;
- e) Easements, restrictions and reservations of record, if any, so long as the same do not prohibit or materially interfere with the current use of said premises;

5. PURCHASE PRICE.

The agreed purchase price for said premises, **Two Hundred Thirty Thousand (\$230,000.00)**

Dollars

\$ 500.00

\$ 225,500.00

Dollars, of which have been paid as a deposit this day and are to be paid at the time of the delivery of the deed in cash, or by certified, cashier's, treasurer or bank check(s), or wire transfer.

\$ 230,000.00

TOTAL

6. TIME FOR PERFORMANCE; DELIVERY OF DEED.

Such deed is to be delivered at 1:00 o'clock P M. on or before the 30st day of November 2018 at the **Essex South District Registry of Deeds**, unless otherwise agreed upon in writing. It is agreed that time is of the essence of this agreement.

7. POSSESSION AND CONDITION OR PREMISES.

Full possession of said premises **free of** all tenants and occupants. **The property is being sold as is with all sellers' items in the house and items in the yard, said items to be the sole responsibility of the buyer.**

8. EXTENSION TO PERFECT TITLE OR MAKE PREMISES CONFORM.

If the SELLER shall be unable to give title or to make conveyance, or to deliver possession of the premises, all as herein stipulated, or if at the time of the delivery of the deed the premises do not conform with the provisions hereof, SELLER **shall use** reasonable efforts to remove any defects in title, or to deliver possession as provided herein, or to make the said premises conform to the provisions hereof, as the case may be, in which event the SELLER shall give written notice thereof to the BUYER at or before the time for performance hereunder, and thereupon the time for performance hereof shall be extended for a period of thirty days.

9. FAILURE TO PERFECT TITLE OR MAKE PREMISES CONFORM, etc.

If at the expiration of the extended time the SELLER shall have failed so to remove any defects in title, deliver possession, or make the premises conform, as the case may be, all as herein agreed, or if at any time during the period of this agreement or any extension thereof, the holder of a mortgage on said premises shall refuse to permit the insurance proceeds, if any, to be used for such purposes, then any payments made under this agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this agreement shall be void without recourse to the parties hereto.

10. BUYER'S ELECTION TO ACCEPT TITLE.

The BUYER shall have the election, at either the original or any extended time for performance, to accept such title as the SELLER can deliver to the said premises in their then condition and to pay therefore the purchase price without deduction, in which case the SELLER shall convey such title, except that in the event of such conveyance in accord with the provisions of this clause, if the said premises shall have been damaged by fire or casualty insured against, then the SELLER shall, unless the SELLER has previously restored the premises to their former condition, either

(a) pay over or assign to the BUYER, on delivery of the deed, all amounts recovered or recoverable on account of such insurance, less any amounts reasonably expended by the SELLER for any partial restoration, or

(b) if a holder of a mortgage on said premises shall not permit the insurance proceeds or a part thereof to be used to restore the said premises to their former condition or to be so paid over or assigned, give to the BUYER a credit against the purchase price, on delivery of the deed, equal to said amounts so recovered or recoverable and retained by the holder of the said mortgage less any amounts reasonably expended by the SELLER for any partial restoration.

11. ACCEPTANCE OF DEED.

The acceptance **and recording** of a deed by the BUYER or his nominee as the case may be, shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of said deed.

12. USE OF MONEY TO CLEAR TITLE.

To enable the SELLER to make conveyance as herein provided, the SELLER may, at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, provided that all instruments so procured are recorded simultaneously with the delivery of said deed or, with respect to institutional mortgages, as soon as practical, in accordance with local conveyancing custom, provided that Buyer has been provided with a so-called "payoff letter" in advance of closing with respect to such mortgages and provided that Buyer is able to be issued a clear title policy.

13. INSURANCE.

Until the delivery of the deed, the SELLER shall maintain insurance on said premises as follows:

TYPE OF INSURANCE

Amount of Coverage

(a) Fire and Extended Coverage

\$ AS PRESENTLY INSURED.

14. ADJUSTMENTS.

Taxes for the then current fiscal year, shall be apportioned as of the day of performance of this agreement and the net amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the BUYER at the time of delivery of the deed.

15. ADJUSTMENT OF UNASSESSED AND ABATED TAXES.

If the amount of said taxes is not known at the time of the delivery of the deed, they shall be apportioned on the basis of the taxes assessed for the preceding fiscal year, with a reapportionment as soon as the tax rate and valuation can be ascertained; and, if the taxes which are to be apportioned shall thereafter be reduced by abatement, the amount of such abatement, less the reasonable cost of obtaining the same, shall be apportioned between the parties, provided that neither party shall be obligated to institute or prosecute proceedings for an abatement unless herein otherwise agreed.

16. DEPOSIT.

All deposits made hereunder shall be held in escrow by Law office of Judy A. Field PC as escrow agent subject to the terms of this agreement and shall be duly accounted for at the time for performance of this agreement. In the event of any disagreement between the parties, the escrow agent **shall** retain all deposits made under this agreement pending instructions mutually given by the SELLER and the BUYER or Court of competent jurisdiction.

17. BUYER'S DEFAULT; DAMAGES.

If the BUYER shall fail to fulfill the BUYER's agreements herein, all deposits made hereunder by the BUYER shall be retained by the SELLER as liquidated damages, and as seller's sole and exclusive remedy at law or equity.

18. RELEASE BY HUSBAND OR WIFE.

The SELLER's spouse hereby agrees to join in said deed and to release and convey all statutory and other rights and interests in said premises.

19. LIABILITY OF TRUSTEE, SHAREHOLDER, BENEFICIARY, etc.

If the SELLER or BUYER executes this agreement in a representative or fiduciary capacity, only the principal or the estate represented shall be bound, and neither the SELLER or BUYER so executing, nor any shareholder or beneficiary of any trust, shall be personally liable for any obligation, express or implied, hereunder.

20. WARRANTIES AND REPRESENTATIONS:

The BUYER acknowledges that the BUYER has not been influenced to enter into this transaction nor has he relied upon any warranties or representations not set forth or incorporated in this agreement or previously made in writing, except for the following additional warranties and representations, if any, made by either the SELLER or the Broker(s): **NONE**.

21. MORTGAGE CONTINGENCY CLAUSE.

In order to help finance the acquisition of said premises, the BUYER shall apply for loans/grants totaling the amount of **\$230,000.00**. If despite the BUYER's diligent efforts a commitment for such loans and or grants cannot be obtained on or before **10/01/18** the BUYER may terminate this agreement by written notice to the SELLER, prior to the expiration of such time, whereupon any payments made under this agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this agreement shall be void without recourse to the parties hereto. In no event shall BUYER be obligated to perform under this agreement unless the BUYER'S Lenders' appraisal yields a value at least equal to the purchase price agreed upon by the BUYER and SELLER. The foregoing appraisal contingency shall be deemed waived if not exercised by the financing commitment deadline set forth herein.

22. CONSTRUCTION OF AGREEMENT.

This instrument, executed in multiple counterparts, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and enures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be canceled, modified or amended only by a Written instrument executed by both the SELLER and the BUYER. If two or more persons are named herein as BUYER their obligations hereunder shall be joint and several. The captions and marginal notes are used only as a matter of convenience and are not to be considered a part of this agreement or to be used in determining the intent of the parties to it.

23. Seller agrees that between now and the Closing Date:

- a) Seller shall keep the Premises in the same condition they are now in.
- b) Seller shall provide Buyer with access to the Premises for purposes of performing surveys, engineering and environmental studies, appraisals and other due diligence and feasibility investigations relating to the Project. BUYER shall indemnify SELLER and hold SELLER harmless from all claims, actions, costs and expenses, including reasonable attorneys' fees, arising from any personal injury to BUYER, the BUYER's mortgage lender and their agents, on or about the Premises, and from any property damage to the Premises caused by inspections and other entries onto the property. The provisions of this Paragraph shall survive the delivery of the Deed or the termination of this Agreement by either party prior to the closing.
- c) Seller shall cooperate with Buyer's efforts to obtain the Permits and financing for the Project, provided that such efforts shall be at Buyer's expense.

d) Seller agrees not to lease, mortgage, or otherwise encumber the Premises between now and the Closing Date.

24. NOTICE

All notices required or permitted hereunder shall be in writing and shall be given by registered or certified mail postage prepaid addressed, if to Seller, at Seller's address stated on the first page hereof with a copy to Salvatore J. Frontiero, Esq., Frontiero Law Office, P.C., 46 Middle Street, Gloucester, MA 01930, Ph: (978) 283-2850, fax: (978) 283-2950; sal@frontierolaw.com or such other address as Seller shall have last designated by written notice, given as aforesaid, to Buyer and, if to Buyer, at Buyer's address stated on the first page hereof with a copy to Judy A Field, Law Office of Judy A. Field PC, 900 Cummings Center, Suite 306T, Beverly, MA 01915, fax 978-922-0661, phone 978-922-0330, email judy@judyafielldlaw.com. Notices shall be deemed received on the earlier of the date when receipted for or 72 hours after deposit in the United States mails.

25. BROKER

SELLER represents and warrants to BUYER and BUYER represents and warrants to SELLER that neither party has dealt with brokers or other persons entitled to a broker's commission in connection with this transaction other than those named herein. BUYER and SELLER each agree to hold harmless and indemnify the other from and against all damages, claims, losses, and liabilities, including legal fees, incurred as a result of the failure of this warranty. The provisions of this paragraph shall survive delivery of the deed.

26. ADDITIONAL PROVISIONS.

This purchase is subject to buyer obtaining approval for a two-unit residential building permit. Buyer agrees to use diligent, good faith efforts to obtain all permits and approvals for the Project including, without limitation, a friendly 40B permit. If buyer is unable to perform on specified closing date and has used diligent, good faith efforts to close the seller agrees to a thirty day closing extension.

NOTICE: This is a legal document that creates binding obligations. If not understood, consult an attorney.

Anita Coco

SELLER Anita Coco

BUYER Habitat for Humanity-North Shore, Inc.

By: 



SO.ESSEX #355 Bk:36251 Pg:285
10/13/2017 01:23 PM DPO Pg 1/6
eRecorded

MASSACHUSETTS EXCISE TAX
Southern Essex District ROD
Date: 10/13/2017 01:23 PM
ID: 1207698 Doc# 20171013003550
Fee: \$971.28 Cons: \$213,000.00

MASSACHUSETTS FORECLOSURE DEED BY CORPORATION

Ditech Financial LLC f/k/a Green Tree Servicing LLC

a limited liability company duly established under the laws of the United States of America and
having its usual place of business at 2100 East Elliot Rd, bldg 94, Tempe, AZ 85284

the current holder by assignment of a mortgage

from Allyson M. Drayton

to Mortgage Electronic Registration Systems, Inc.

dated May 2, 2007 and recorded with the Essex County (Southern District) Registry of
Deeds at Book 26816. Page 78

, by the power conferred by said mortgage and

every other power for TWO HUNDRED THIRTEEN THOUSAND AND 00/100 (\$213,000.00)
DOLLARS

paid, grants to JCG Investments, LLC, a Massachusetts limited liability company whose address
is 1 Central Street, Suite 203, Middleton, MA 01949, the premises conveyed by said mortgage.

Property Address: 40 Hull Street, Wenham, MA 01984

WITNESS the execution and seal of said limited liability company this 24 day of August, 2017.

Ditech Financial LLC f/k/a Green Tree Servicing LLC

By: Mirjeta Isufi

Mirjeta Isufi

document execution representative

State of Florida

Duval County, ss

August 24 2017

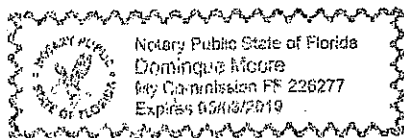
On this 24th day of August 2017, before me, the undersigned notary public, personally appeared Mirjeta Isufi, proved to me through satisfactory evidence of identification, which were [☒] personal knowledge or [☐] N/A (form of identification if personal knowledge box is not checked), to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as the free act and deed of Ditech Financial LLC fka Green Tree Servicing LLC.

Capacity: Mirjeta Isufi

for Ditech Financial LLC f/k/a Green Tree Servicing LLC

Dominique Moore (Affix Seal)
Notary Signature **Dominique Moore**

My commission expires: 5-3-19



CHAPTER 183 SEC. 6 AS AMENDED BY CHAPTER 497 OF 1969

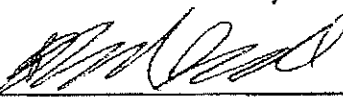
Every deed presented for record shall contain or have endorsed upon it the full name, residence and post office address of the grantee and a recital of the amount of the full consideration thereof in dollars or the nature of the other consideration therefor, if not delivered for a specific monetary sum. The full consideration shall mean the total price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.

AFFIDAVIT

I, Michael Driscoll, Esquire of Harmon Law Offices, PC as attorneys for Ditech Financial LLC f/k/a Green Tree Servicing LLC, make oath and say that the principal and interest obligation mentioned in the mortgage above referred to were not paid or tendered or performed when due or prior to the sale, and that on behalf of Ditech Financial LLC f/k/a Green Tree Servicing LLC this office caused to be published on June 29, 2017, July 6, 2017 and July 13, 2017 in the Hamilton- Wenham Chronicle, a newspaper having a general circulation in Wenham, a notice of which the following is a true copy. (See attached Exhibit A)

This office also complied with Chapter 244, Section 14 of the Massachusetts General Laws, as amended, by mailing the required notices certified mail, return receipt requested.

Pursuant to said notice at the time and place therein appointed Ditech Financial LLC f/k/a Green Tree Servicing LLC sold the mortgaged premises at public auction by W. Todd Finn, a licensed auctioneer, to Maria Gattuso for TWO HUNDRED THIRTEEN THOUSAND AND 00/100 (\$213,000.00) DOLLARS bid by Maria Gattuso, being the highest bid made therefor at said auction. Said bid was then assigned by Maria Gattuso to JCG Investments, LLC, a Massachusetts limited liability company, as evidenced by assignment of bid to be recorded herewith.

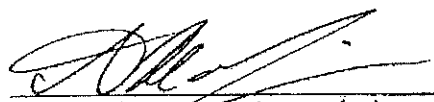
By: 
Michael Driscoll, Esquire

Commonwealth of Massachusetts

Middlesex, ss.

September 6, 2017

On this 6 day of September, 2017, before me, the undersigned notary public, personally appeared Michael Driscoll, Esquire proved to me through satisfactory evidence of identification, which were personal knowledge (form of identification), to be the person whose name is signed on the preceding or attached document, who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

 (Affix Seal)
Notary Signature Angel M. McLaughlin

My commission expires: 7/8/2022

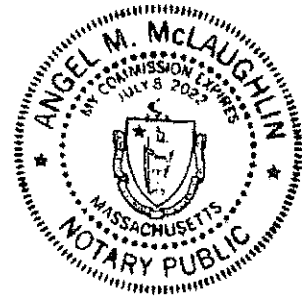


EXHIBIT A

40 HULL STREET LEGAL NOTICE NOTICE OF MORTGAGEE'S SALE OF REAL ESTATE

By virtue and in execution of the Power of Sale contained in a certain mortgage given by Athysan M. Drayton, to Mortgage Electronic Registration Systems, Inc., dated May 2, 2007 and recorded with the Essex County (Southern District) Registry of Deeds at Book 26816, Page 78, of which mortgage the undersigned is the present holder by assignment from Mortgage Electronic Registration Systems, Inc. to Bank of America, N.A., successor by merger to BAC Home Loans Servicing LP fka Countrywide Home Loans Servicing, LP dated February 6, 2012 and recorded with said registry on February 13, 2012 at Book 31083 Page 89 and by assignment from Bank of America, N.A. to Green Tree Servicing LLC dated June 14, 2013 and recorded with said registry on July 11, 2013 at Book 32642 Page 153, for breach of the conditions of said mortgage and for the purpose of foreclosing, the same will be sold at Public Auction at 11:00 a.m. on July 31, 2017, on the mortgaged premises located at 40 Hull Street, Wenham, Essex County, Massachusetts, all and singular the premises described in said mortgage.

TO WIT:

The land and the buildings located on the Northernly side of Hull Street in said Wenham, bounded and described as follows:

SOUTHERLY by Hull Street, 137.88 feet

EASTERLY by land now or formerly of McKeon, 89.34 feet;

NORTHEASTERLY by Lot B1, as shown on plan hereinafter mentioned, 154.61 feet; and

WESTERLY by said Lot B1, 170 feet.

Being Lot B2, containing 18,138 square feet, more or less, as shown on plan entitled "Plan of Land in Wenham, Property of Mary L. and David Brennan, Scale: 1" = 40', May 16, 1969, Essex Survey Service, Inc.," recorded with Essex South Registry of Deeds, Book 5715, Page 253.

Together with the owner of Lot B1 the right to use the proposed way as shown on said plan for all purposes in which public ways are used in the Town of Wenham as set forth in a deed dated September 31, 1970, and recorded with said Registry of Deeds, Book 5716, Page 420.

Being the same premises conveyed to the herein named mortgagor (s) by deed recorded with Essex South District Registry of Deeds in Book 18837, Page 157.

For mortgagor's (s) title see deed recorded with Essex County (Southern District) Registry of Deeds in Book 18837, Page 157.

These premises will be sold and conveyed subject to and with the benefit of all rights, rights of way, restrictions, easements, covenants, liens or claims in the nature of liens, improvements, public assessments, any and all unpaid taxes, tax titles, tax liens, water and sewer liens and any other municipal assessments or liens or existing encumbrances of record which are in force and are applicable, having priority over said mortgage, whether or not reference to such restrictions, easements, improvements, liens or encumbrances is made in the deed.

TERMS OF SALE:

A deposit of Five Thousand (\$5,000.00) Dollars by certified or bank check will be required to be paid by the purchaser at the time and place of sale. The balance is to be paid by certified or bank check at Harmon Law Offices, P.C., 150 California Street, Newton, Massachusetts 02458, or by mail to P.O. Box 610389, Newton Highlands, Massachusetts 02481-0389, within thirty (30) days from the date of sale. Deed will be provided to purchaser for recording upon receipt in full of the purchase price. The description of the premises contained in said mortgage shall control in the event of an error in this publication.

Other terms, if any, to be announced at the sale.

DITECH FINANCIAL LLC FKA/A
GREEN TREE SERVICING LLC
Present holder of said mortgage

By its Attorneys,
HARMON LAW OFFICES, P.C.
150 California Street
Newton, MA 02458
(617) 558-0500
201102-1226 - TEA

ADA# 13582821
Hamilior: Wenham Chronicle 6/29, 7/6,
7/13/2017



SO.ESSEX #355 Bk:36251 Pg:285
10/13/2017 01:23 PM DPO Pg 1/6
eRecorded

MASSACHUSETTS EXCISE TAX
Southern Essex District ROD
Date: 10/13/2017 01:23 PM
ID: 1207698 Doc# 20171013003550
Fee: \$971.28 Cons: \$213,000.00

MASSACHUSETTS FORECLOSURE DEED BY CORPORATION

Ditech Financial LLC f/k/a Green Tree Servicing LLC

a limited liability company duly established under the laws of the United States of America and
having its usual place of business at 2100 East Elliot Rd, bldg 94, Tempe, AZ 85284

the current holder by assignment of a mortgage

from Allyson M. Drayton

to Mortgage Electronic Registration Systems, Inc.

dated May 2, 2007 and recorded with the Essex County (Southern District) Registry of
Deeds at Book 26816, Page 78

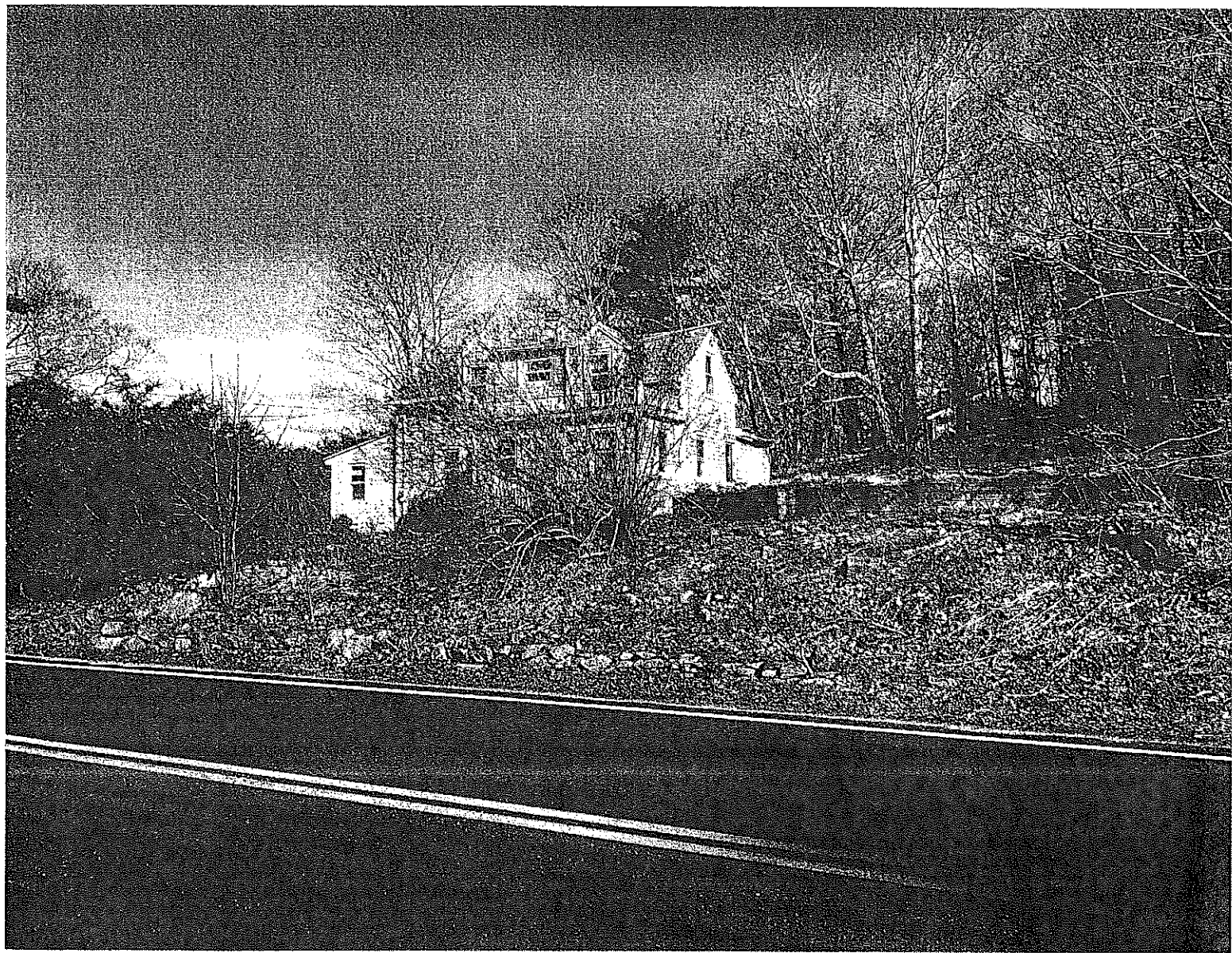
, by the power conferred by said mortgage and

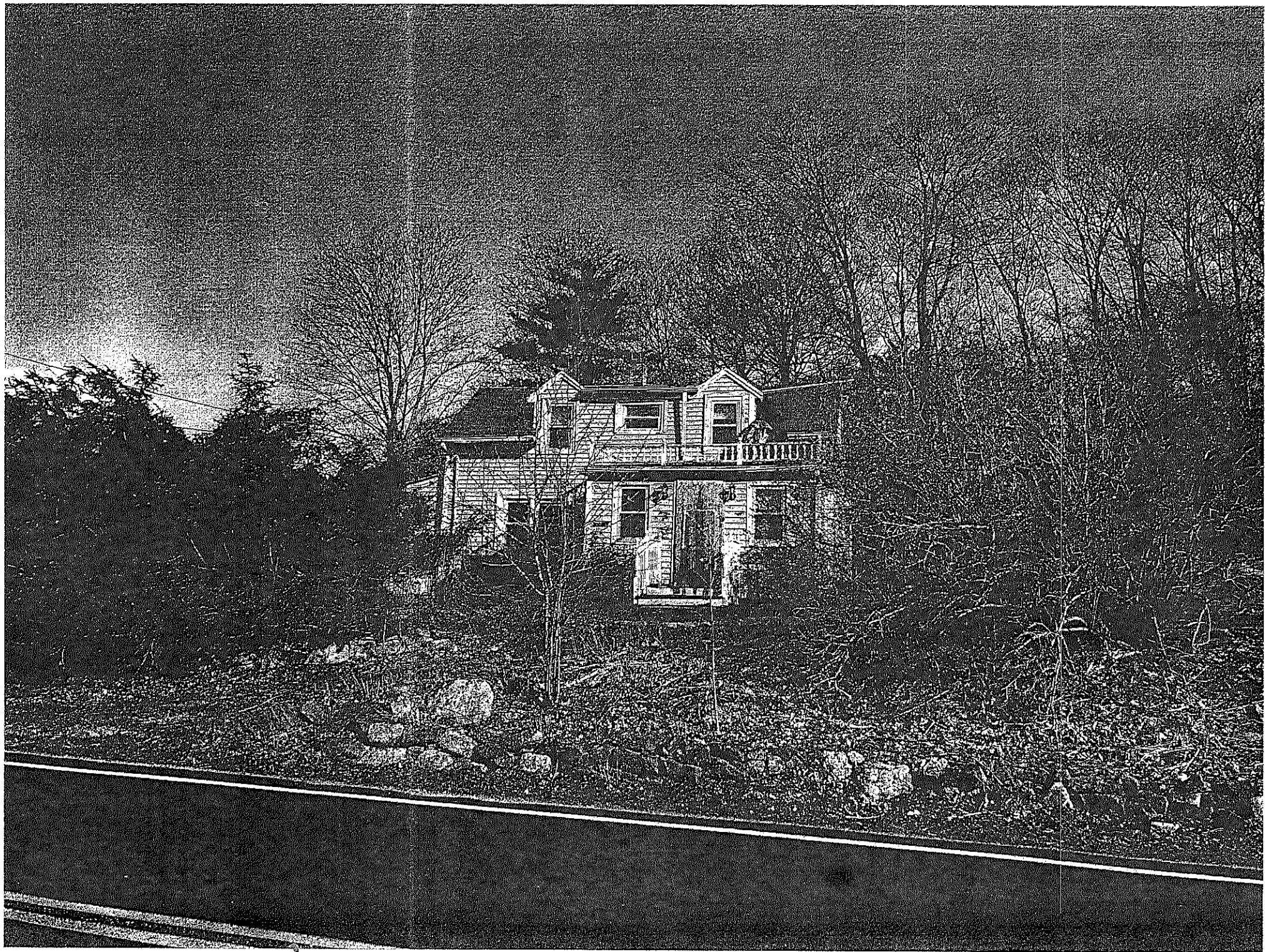
every other power for TWO HUNDRED THIRTEEN THOUSAND AND 00/100 (\$213,000.00)
DOLLARS

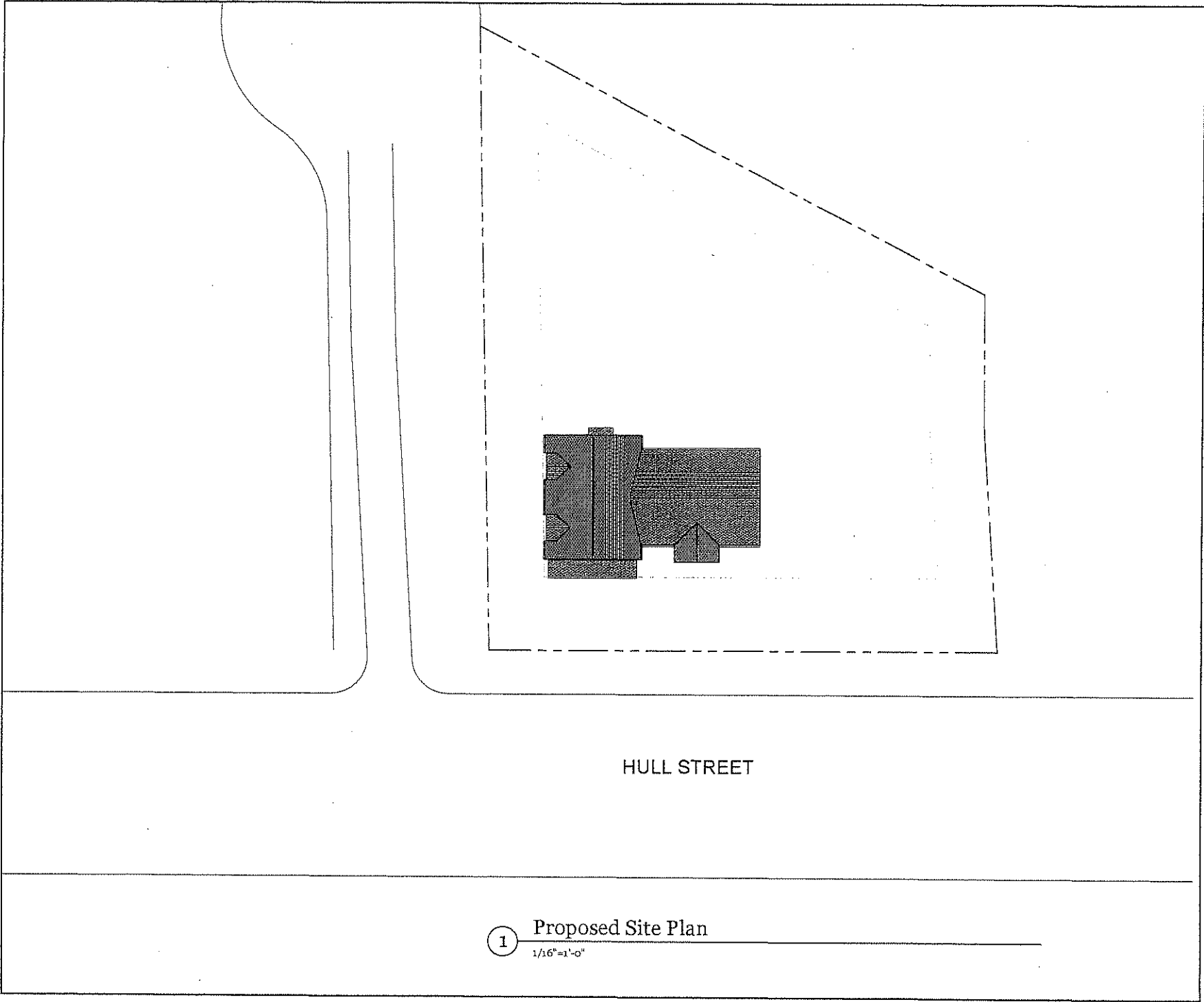
paid, grants to JCG Investments, LLC, a Massachusetts limited liability company whose address
is 1 Central Street, Suite 203, Middleton, MA 01949, the premises conveyed by said mortgage.

Property Address: 40 Hull Street, Wenham, MA 01984









Revisions	
#	Date

DMS design, llc
Architectural Design Services
100 Cummings Center Drive 200C
Bedford, MA 01730
Phone: 978.248.8850
Fax: 978.248.8850

40 Hull Street Road
Wenham, MA

Proposed Site Plan
Scale: 1/16" = 1'-0"
Date: 6-18-18
Drawn By: DMS Team

A1.0



1 Proposed Elevation
1/4" = 1'-0"

Revisions	
#	Date

DMS design, llc
 Architectural Design Services
 100 Cummings Center, Suite 530C
 Beverly, MA 01915
 Phone: 978-686-4222
 Fax: 978-686-4223

40 Hull Street Road
 Wrentham, MA

Proposed Elevation	Scale: 1/4" = 1'-0"
	Date: 6-18-18
	Drawn By: DMS Team

A1.1

Print Date: 01/11/2018 16:58

VISION

This signature acknowledges a visit by a Data Collector or Assessor

APPRAISED VALUE SUMMARY

Appraised Bldg. Value (Card)	86,
Appraised XF (B) Value (Bldg)	
Appraised OB (L) Value (Bldg)	
Appraised Land Value (Bldg)	243,
Special Land Value	
Total Appraised Parcel Value	329,
Valuation Method:	
Adjustment:	
Net Total Appraised Parcel Value	329,

Net Total Appraised Parcel Value	329,
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VISIT/CHANGE HISTORY	
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100	10/10/2010

LAND LINE VALUATION SECTION

Marketing and Lottery Plan
North Shore Habitat for Humanity Project
40 Hull Street, Wenham
Purpose of the Plan

This plan serves as the marketing plan for the North Shore Habitat for Humanity Affordable Housing Project 40 Hull Street, Wenham, Ma, a cooperative venture between the citizens of Wenham and North Shore Habitat for Humanity. It is the intent of the parties to develop the project as affordable housing.

Specifically, this plan describes the project, the marketing and outreach efforts, the homebuyer eligibility criteria and preferences and the buyer qualification and lottery process. Individuals with a financial interest in the project are not eligible.

The Project

To best understand the North Shore Habitat/Wenham project, a short review of Habitat's purpose and practices is warranted. The Habitat mission is to create good homes in good communities by working in partnership with households in need of adequate shelter and committed and able to become homeowners.

North Shore Habitat is a self supporting, self directed affiliate of Habitat for Humanity International, an ecumenical Christian housing ministry. As such, it is responsible for implementation of the organization's mission to identify and focus resources from within our service area of the North Shore of Boston to end poverty housing by increasing the availability of affordable shelter. Working with donated funding, materials and labor, NSHFH sells simple, decent homes to qualified buyers at a price based on the project's out of pocket costs and the buyer's ability to pay and provides no interest financing.

How NSHFH builds its homes is as important to its successes as what it builds. Uniting individuals, small groups and larger organizations under a common purpose yields tangible benefits to their neighborhoods and larger communities.

The project at 40 Hull Street will consist of a duplex with a two-bedroom unit and a one bedroom unit. There will be three bathrooms, two in the two-bedroom unit and one in the single bed unit. The two-bedroom unit will be around 1,200 sqf and the single will be around 800sqf. The two-bedroom will sell for \$145,000 and the single will sell for \$135,000.

Once buyers are selected, they are required to participate in the building of their home alongside the volunteers. At least 400 hours of sweat equity must be completed by the buyer and his/her family and friends.

Sale Price: The home will be sold with DHCD deed riders recorded to preserve affordability. Sale price will be function of the buyer's gross income, building costs and fair market value, the price being the lesser of the three. Our goal is to set the maximum

- There shall be at least one informational meeting held in the evening or on weekend. The meeting will address:
 - a description of the project
 - HFH NS application process
 - the lottery process
 - deed restrictions
 - Local preference
 - answer any questions that arise

All flyers shall inform potential applicants that the unit is handicap accessible, that there are the deed restrictions that maintain the home as affordable and that there is a local preference and a family size restriction.

In accordance with DHCD guidelines, the marketing period will start at least 60 days before the application period closes. During the marketing period, NSHFH will offer at least one information session for members of the public to learn about the project and obtain applications. Completed applications may be delivered to HFHNS offices at 14 Park St in Danvers, MA 01923 postmarked no later than the published deadline.

Homeowner Eligibility and Preferences

The buyer selection process includes the collection of eligible applicants, their review by the NSHFH family selection committee for determination of suitability as pool entrants and a lottery process to determine the final buyer.

NSHFH operates in accordance with the Fair Housing Act, the Equal Credit Opportunity Act and the Americans with Disabilities Act. The fair housing logo is on the flyer and all marketing material.

Eligibility Requirements:

Prospective homeowners' income must fall within 40% and 60% of the area median income as established by HUD adjusted for family size. in 2018 the income limits are as follows:

Family size	Min	Max
1	\$30,200	\$45,300
2	\$34,500	\$51,800
3	\$38,800	\$58,250
4	\$43,100	\$64,700

Household assets shall not exceed \$75,000 including cash, savings, checking, CD's, stocks, bonds, retirement accounts. Necessary personal property, furniture and vehicles are not included. Income includes wages, child support, disability income, social security and any other form of income for all applicants and co-applicants in the household.

when such accommodations or modifications may be necessary to afford persons with disabilities an equal opportunity to use and enjoy the housing.

As the authorized representative of NSHFH, I have reviewed this plan and agree to implement this AFHMP, which shall be made effective as of the approval date. Further, by signing this form, NSHFH agrees to review and update its AFHMP as necessary in order to comply with all applicable statutes, regulations, executive orders and other binding DHCD requirements pertaining to affirmative fair housing marketing and resident selection plans reasonably related statutes, regulations, executive orders, as same may be amended from time to time. We hereby certify that all the information stated herein, as well as any information provided herewith, is true and accurate.

Donald Preston, Executive Director NSHFH

BOARD OF SELECTMEN MEETING

September 25, 2018

NEW BUSINESS

F.

Review of FY20 Budget Guidelines

(5 minutes)

- Wenham Budget Forecast: Preparing for FY20 (& Beyond) Power Point, Peter Lombardi, Town Administrator, September 18, 2018
- Town of Wenham FY20-24 Budget Projections, September 20, 2018
- FY20 Budget Preparation & Town Meeting Schedule, September 18, 2018



WENHAM BUDGET FORECAST

PREPARING FOR FY20 (& BEYOND)

Peter Lombardi, Town Administrator

Town of Wenham, Massachusetts

September 18, 2018

Agenda

- Where are we now: Recap of the FY19 Budget
- What can we afford: FY20 Budget Capacity
- How did we get here: FY16 to Present
- Where do we go from here: Process Implications

Overview of FY19 Budget

- Level services budget built using 2% COLA, contractual step increases, and 2% merit for non-union employees (max)
- Assumed static new growth (\$100k) and modest increase in local receipts (\$203k total - \$91k for shared inspectional service revenues from Hamilton, \$35k for new Fire-based EMS program revenues, and \$77k in Misc other) and the continued reliance on \$750k in Free Cash
- \$255,500 in capital and other one-time needs funded outside of operating budget using Free Cash and other one-time revenue sources
- HWRSD net operating budget increased by 6.9%, but Wenham assessment increased by 9.2% due to continued student enrollment shift
- No excess levy capacity - \$331,294 in additional capacity approved by Town Meeting and by ballot vote for HWRSD Operating Override
- Tax rate increased from \$18.79/1000 to an estimated \$19.80 (including additional \$.42/1000 for HWRSD Operating Override)

FY20 Budget Projection: Expense Assumptions

• Expenses	0-1.5%
• Personnel	2-4%*
• Pension	9% (\$66k)
• Health Insurance	7% (\$45k)
• CIP (Capital Needs)	\$200k
• OPEB	\$10k

* Varies by department but includes 2% COLA as a placeholder pending union contract negotiations + max 2% merit step for non-union employees and 2% COLA + 2% longevity step for Library employees

Assumed FY20 School Expense Increases

- Assumes no increase in Essex Tech enrollment and 3% net operating increase
- Total HWRSD “preliminary” estimated increase of \$579k includes:
 - Enrollment shift from FY19 to FY20 of .6% (+\$162k)*
 - Assumes no Excess & Deficiency (+\$125k)
 - Estimated 3% net operating increase (+\$292k)
 - Each additional .5% increase in operating costs results in ~\$50k increase in Wenham’s projected assessment

*Enrollment shift based on most recent McKibben report of February 2018 (-1 Hamilton and +7 Wenham students projected for next year) & consistent with December 2017 NESDEC report

FY20 Budget Forecast: Revenue Assumptions

- Increase in new growth to \$200k based on FYs17-18 actuals and several major ongoing residential construction projects
- 5.2% increase in local receipts (\$128k total) based on FY18 actuals and including increase in EMS revenues by \$65k from \$35k to \$100k
- State aid assumed to be level at \$217k
- Reduction in reliance on Free Cash by \$100k from \$750k to \$650k, assuming minimum of \$900k available from FY18
- Net increase of \$1M in total available revenues
- Allowance for abatements increased by \$35k to \$170k assuming modifications to senior circuit tax exemption program are approved at the ballot in Spring 2019 and based on 5-year revaluation cycle in FY19

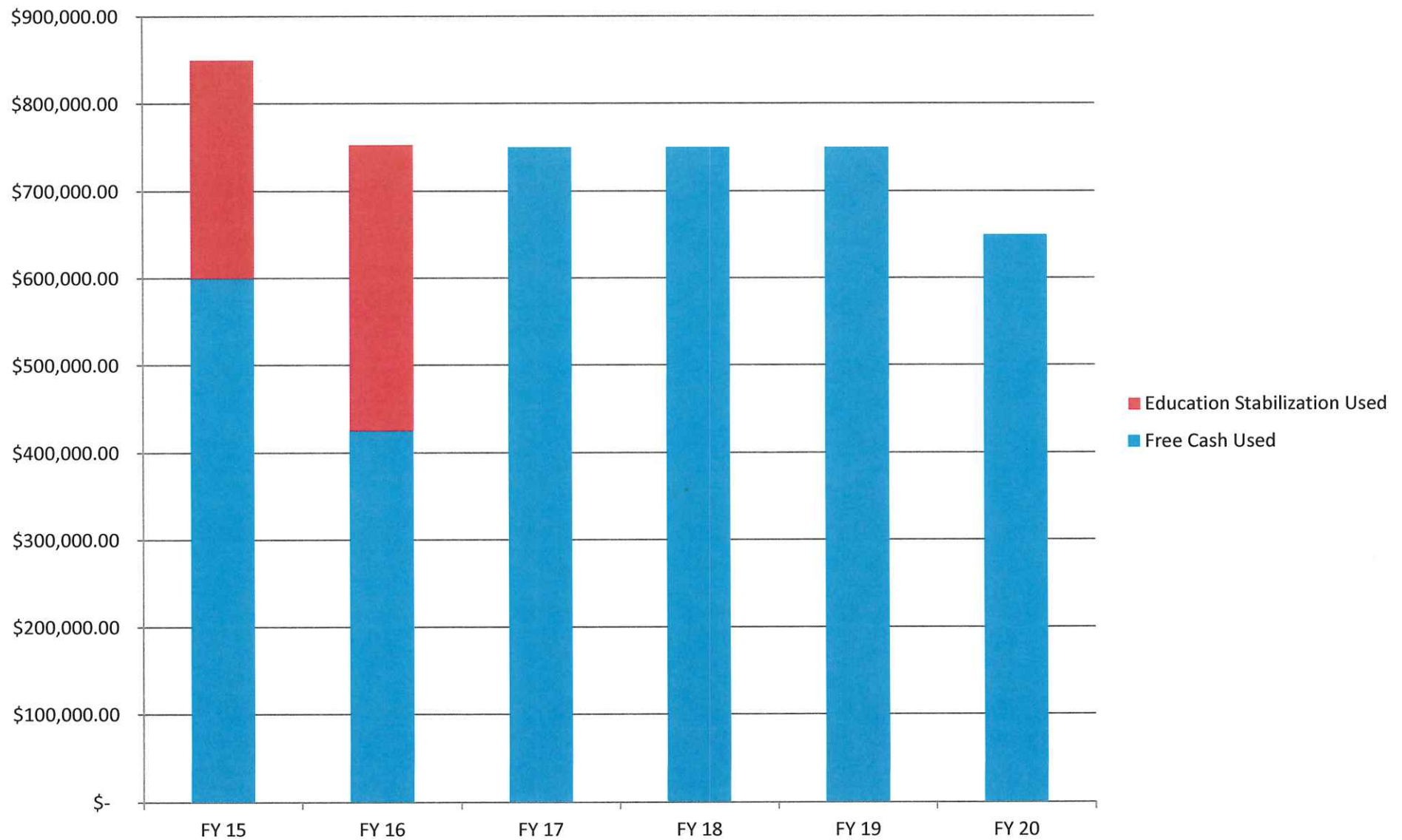
Revenue Projection

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED
REVENUE PROJECTION					
PROPERTY TAXES					
Prior Year Levy Limit	12,809,252	13,192,578	13,612,731	14,161,216	15,321,541
2 1/2 % Increase	320,231	329,814	340,318	354,030	383,039
New Growth (1)	63,095	63,095	208,167	100,000	200,000
TOTAL LEVY LIMIT	13,192,578	13,585,488	14,161,216	14,615,247	15,904,579
Debt Exclusion	807,410	807,410	723,316	740,984	462,363
TOTAL MAXIMUM LEVY LIMIT	13,999,988	14,392,898	14,884,532	15,356,231	16,366,942
LOCAL RECEIPTS					
Motor Vehicle Excise	551,671	639,186	640,000	660,000	660,841
Other Excise					
Pen & Int on Tax & Exc	37,500	40,000	50,000	50,000	51,500
Payments in Lieu of Taxes	12,500	11,000	11,000	10,348	10,348
Charges for Services - Water	423,365	417,438	421,617	427,395	433,156
Other Charges for Services		29,758	50,000	49,641	49,284
Fees	15,000	15,000	25,000	25,738	26,499
Rentals	147,000	140,000	138,000	141,450	146,379
Dept. Revenue Libraries	4,000	3,170	3,218	3,266	5,261
Dept. Revenue Cemeteries	8,000	16,650	13,000	13,000	13,000
Other Dept. Revenue	30,000	25,000	26,000	25,963	26,223
EMS Revenue	0	0	0	35,000	100,000
Licenses and Permits	65,000	85,000	108,000	116,660	126,014
Special Assessments	703,625	725,635	751,203	879,668	914,855
Fines & Forfeits	10,000	22,000	25,000	27,093	29,361
Investment Income	1,700	1,900	1,929	1,934	1,939
Miscellaneous Recurring					
Miscellaneous Non-Recurring					
TOTAL LOCAL RECEIPTS	2,009,361	2,171,737	2,263,966	2,467,156	2,594,658
<i>Local Receipts % Increase</i>	<i>1.4%</i>	<i>8.1%</i>	<i>4.19%</i>	<i>9.0%</i>	<i>5.2%</i>
Cherry Sheet Receipts	415,625	443,170	448,610	464,915	464,915
Less Offsets	-9,070	-9,433	-9,317	-9,328	-9,328
Less Charges and Assessments	-219,987	-238,223	-225,093	-229,414	-238,591
TOTAL NET STATE AID	186,568	195,514	214,200	226,173	216,996
TOTAL REVENUE	\$ 15,997,450	\$ 16,625,149	\$ 17,227,698	\$ 17,914,560	\$ 19,008,597

FY20 Budget Forecast Implications

- Annual estimated revenue (not including one-time funds) totals \$19,008,597
- Projected FY20 appropriations are \$19,813,135
- FY20 structural deficit of ~\$800k
- Applying \$650k in Free Cash, **FY20 projected budget deficit is ~\$150k**

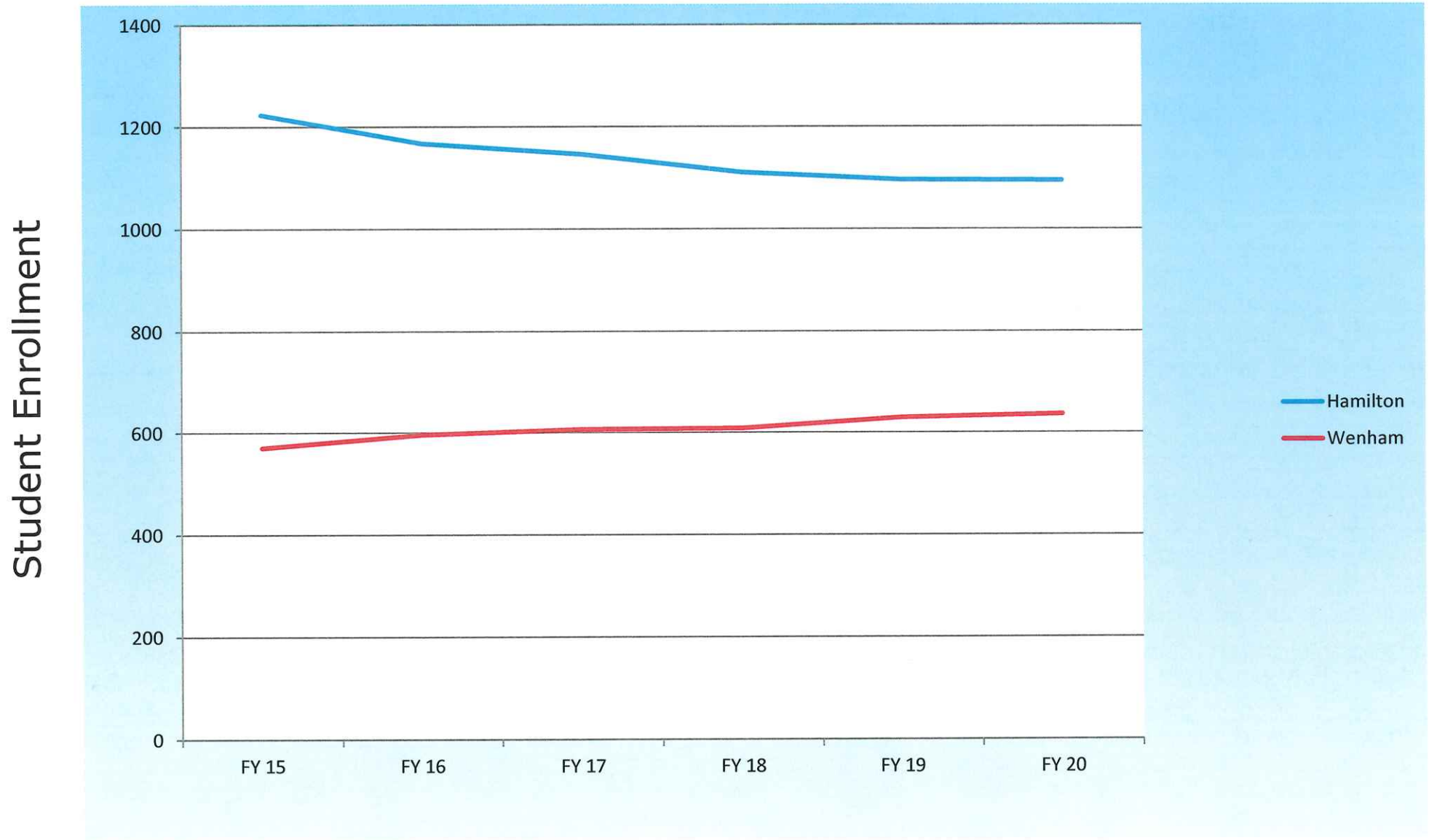
Use of Free Cash and Excess & Deficiency



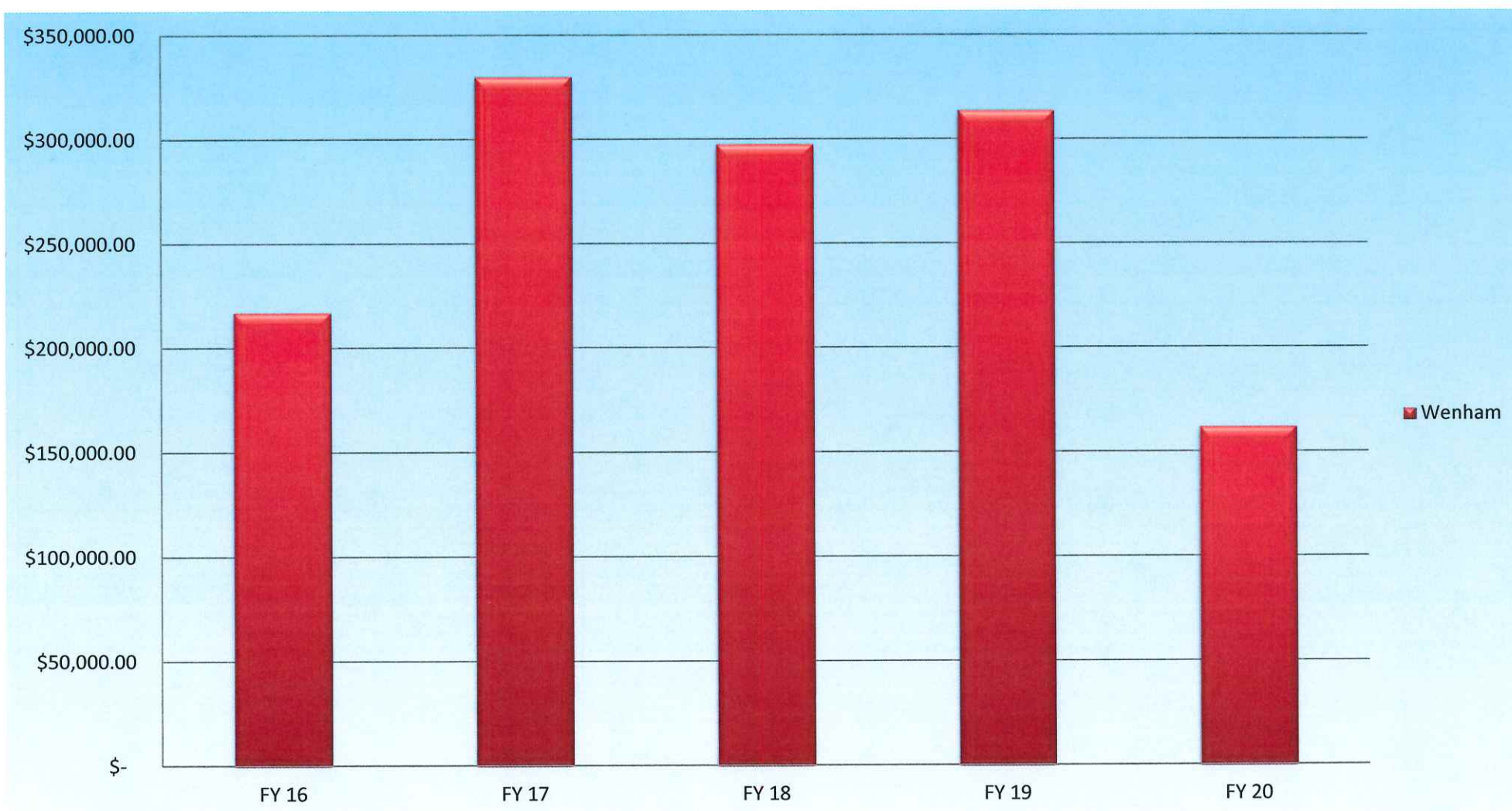
Expenditure Projection

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	16/20 \$ Change	% Change 16/20
General Government	\$ 1,224,615	\$ 1,202,884	\$ 1,193,616	\$ 1,272,307	\$ 1,323,135	\$ 98,520	8.05%
Public Safety	\$ 2,140,020	\$ 2,227,516	\$ 2,247,940	\$ 2,332,846	\$ 2,394,082	\$ 254,062	11.87%
Education	\$ 8,196,009	\$ 8,963,193	\$ 9,370,420	\$ 10,213,059	\$ 10,533,069	\$ 2,337,060	28.51%
Public Works	\$ 1,180,398	\$ 1,237,575	\$ 1,361,675	\$ 1,373,509	\$ 1,414,637	\$ 234,239	19.84%
Water	\$ 423,365	\$ 417,438	\$ 421,617	\$ 427,388	\$ 433,156	\$ 9,792	2.31%
Health & Human Services	\$ 152,799	\$ 157,673	\$ 125,060	\$ 163,748	\$ 167,901	\$ 15,102	9.88%
Culture & Recreation	\$ 943,060	\$ 953,575	\$ 978,568	\$ 1,038,499	\$ 1,059,748	\$ 116,688	12.37%
Debt Service	\$ 554,628	\$ 655,092	\$ 557,155	\$ 562,245	\$ 540,873	\$ (13,756)	-2.48%
Other	\$ 1,417,279	\$ 1,466,354	\$ 1,567,229	\$ 1,619,753	\$ 1,946,533	\$ 529,254	37.34%
Total (Expenditures)	\$ 16,232,173	\$ 17,281,299	\$ 17,823,281	\$ 19,003,353	\$ 19,813,135	\$ 3,580,962	22.06%
Total (Revenues)	\$ 15,997,450	\$ 16,625,149	\$ 17,227,698	\$ 17,914,560	\$ 19,008,597	\$ 3,011,147	18.82%

HWRSD Enrollment Trends



Additional Budget Impact due to Enrollment Shift



FY20 Budget Building Process

- Return to our standard process/schedule and ask Department Heads to **prepare level services budget**, maintaining staffing levels and avoiding any increases (absent compelling rationale)
- Once FY20 HWSRD budget request levels are established in December and if an operating override is likely needed, Department Heads may be asked to deliver second iteration of their budgets that keep Town within our levy limit so that we can understand the impacts if it were to fail – **BOS needs to determine if override policy position remains similar to last year**
- Over next month and a half, work with Department Heads on initial FY20 operating and capital budget requests to refine Town expense needs
- Should we meet with HWRSD and Hamilton officials to discuss anticipated challenges, limited fiscal capacity, and potential for override scenarios before or after standard joint BOS and FinCom meeting with Department Head presentations in November?

Town of Wenham FY20-24 Budget Projections

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
REVENUE PROJECTION									
PROPERTY TAXES									
Prior Year Levy Limit	12,809,252	13,192,578	13,612,731	14,161,216	15,321,541	15,904,579	16,502,194	17,114,749	17,742,617
2 1/2 % Increase	320,231	329,814	340,318	354,030	383,039	397,614	412,555	427,869	443,565
New Growth (1)	63,095	63,095	100,000	100,000	200,000	200,000	200,000	200,000	200,000
TOTAL LEVY LIMIT	13,192,578	13,585,488	14,053,049	14,615,247	15,904,579	16,502,194	17,114,749	17,742,617	18,386,183
Debt Exclusion	807,410	807,410	723,316	740,984	462,363	388,819	377,292	370,616	279,215
TOTAL MAXIMUM LEVY LIMIT	13,999,988	14,392,898	14,776,365	15,356,231	16,366,942	16,891,013	17,492,040	18,113,233	18,665,398
LOCAL RECEIPTS									
Motor Vehicle Excise	551,671	639,186	640,000	660,000	660,841	661,682	662,525	663,368	664,213
Other Excise									
Pen & Int on Tax & Exc	37,500	40,000	50,000	50,000	51,500	53,045	54,636	56,275	57,964
Payments in Lieu of Taxes	12,500	11,000	11,000	10,348	10,348	10,348	10,348	10,348	10,348
Charges for Services - Water	423,365	417,438	421,617	427,395	433,156	441,819	450,656	459,669	468,862
Other Charges for Services		29,758	50,000	49,641	49,284	48,930	48,578	48,229	47,882
Fees	15,000	15,000	25,000	25,738	26,499	27,281	28,087	28,917	29,771
Rentals	147,000	140,000	138,000	141,450	146,379	151,479	156,757	162,219	167,871
Dept. Revenue Libraries	4,000	3,170	3,218	3,266	5,261	6,076	7,018	8,106	9,362
Dept. Revenue Cemeteries	8,000	16,650	13,000	13,000	13,000	13,701	14,439	15,218	16,038
Other Dept. Revenue	30,000	25,000	26,000	25,963	26,223	26,485	26,750	27,017	27,288
EMS Revenue	0	0	0	35,000	100,000	101,000	102,010	103,030	104,060
Licenses and Permits	65,000	85,000	108,000	116,660	126,014	136,118	147,032	158,821	171,556
Special Assessments	703,625	725,635	751,203	879,668	914,855	963,465	1,014,659	1,068,572	1,125,351
Fines & Forfeits	10,000	22,000	25,000	27,093	29,361	31,819	34,482	37,369	40,497
Investment Income	1,700	1,900	1,929	1,934	1,939	1,945	1,950	1,955	1,961
Miscellaneous Recurring									
Miscellaneous Non-Recurring									
TOTAL LOCAL RECEIPTS	2,009,361	2,171,737	2,263,966	2,467,156	2,594,658	2,675,193	2,759,927	2,849,114	2,943,024
<i>Local Receipts % Increase</i>	<i>1.4%</i>	<i>8.1%</i>	<i>4.19%</i>	<i>9.0%</i>	<i>5.2%</i>	<i>3.1%</i>	<i>3.2%</i>	<i>3.2%</i>	<i>3.3%</i>
Cherry Sheet Receipts	415,625	443,170	448,610	464,915	464,915	464,915	464,915	464,915	464,915
Less Offsets	-9,070	-9,433	-9,317	-9,328	-9,328	-9,328	-9,328	-9,328	-9,328
Less Charges and Assessments	-219,987	-238,223	-225,093	-229,414	-238,591	-238,591	-238,591	-238,591	-238,591
TOTAL NET STATE AID	186,568	195,514	214,200	226,173	216,996	216,996	216,996	216,996	216,996
TOTAL REVENUE	\$ 15,997,450	\$ 16,625,149	\$ 17,119,531	\$ 17,914,560	\$ 19,008,597	\$ 19,613,202	\$ 20,298,964	\$ 21,009,344	\$ 21,655,419
Free Cash Used to Supplement Budget	\$ 425,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 650,000	\$ 555,000	\$ 450,000	\$ 350,000	\$ 250,000
Education Stabilization Used to Supplement Budget	\$ 328,000								
Transfer from Other Available Funds	\$ 5,000	\$ 5,000	\$ 7,500	\$ 7,500	\$ 7,500				
TOTAL REVENUE & Free Cash	\$ 16,755,450	\$ 17,380,149	\$ 17,877,031	\$ 18,672,060	\$ 19,666,097	\$ 20,168,202	\$ 20,748,964	\$ 21,359,344	\$ 21,905,419
Annual % Increase: Total Revenue & Free Cash	1.4%	3.7%	2.9%	4.4%	5.3%	2.6%	2.9%	2.9%	2.6%
RESERVES (9)									
General Stabilization Fund	522,561	530,400	516,856	524,609	532,478	540,465	548,572	556,801	565,153
Free Cash	600,000	311,225	621,147	482,635	300,000	300,000	300,000	300,000	300,000
TOTAL RESERVES	1,122,561	841,625	1,138,003	1,007,244	832,478	840,465	848,572	856,801	865,153
RESERVE FOR ABATEMENT (10)	-198,467	-135,000	-135,000	-135,000	-170,000	-170,000	-170,000	-170,000	-170,000

Town of Wenham FY20-24 Budget Projections

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
EXPENDITURE PROJECTION									
(001) GENERAL FUND									
(114) MODERATOR									
(007) EXPENSES	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
(114) MODERATOR Total	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
(122) SELECTMEN									
(001) SALARIES & WAGES	\$ 10,812	\$ 10,920	\$ 11,139	11,029	\$ 11,250	\$ 11,475	\$ 11,704	\$ 11,938	\$ 12,177
(007) EXPENSES	\$ 2,000	\$ 2,000	\$ 2,000	2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
(122) SELECTMEN Total	\$ 12,812	\$ 12,920	\$ 13,139	\$ 13,029	\$ 13,250	\$ 13,475	\$ 13,704	\$ 13,938	\$ 14,177
1%									
(123) TOWN ADMINISTRATOR									
(001) SALARIES & WAGES	\$ 104,441	\$ 106,050	\$ 114,240	132,000	\$ 137,280	\$ 142,771	\$ 148,482	\$ 154,421	\$ 160,598
(007) EXPENSES	\$ 2,500	\$ 2,500	\$ 2,500	2,500	\$ 2,525	\$ 2,550	\$ 2,576	\$ 2,602	\$ 2,628
(123) TOWN ADMINISTRATOR Total	\$ 106,941	\$ 108,550	\$ 116,740	\$ 134,500	\$ 139,805	\$ 145,321	\$ 151,058	\$ 157,023	\$ 163,226
1%									
(131) FINANCE & ADVISORY COMMITTEE									
(007) EXPENSES	\$ 250	\$ 250	\$ 250	250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
(131) FINANCE & ADVISORY COMMITTEE Total	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
(132) RESERVE FUND									
(007) EXPENSES	\$ 175,000	\$ 190,000	\$ 125,000	125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
(132) RESERVE FUND Total	\$ 175,000	\$ 190,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
(139) MUNICIPAL AUDIT									
(002) CONTRACT SERVICES	\$ 22,000	\$ 22,000	\$ 23,500	23,500	\$ 23,500	\$ 24,205	\$ 24,931	\$ 25,679	\$ 26,449
(002) CONTRACT SERVICES-ACTUARIAL VAL	\$ 5,000					\$ 5,000		\$ 5,000	
(139) MUNICIPAL AUDIT Total	\$ 27,000	\$ 22,000	\$ 23,500	\$ 23,500	\$ 23,500	\$ 29,205	\$ 24,931	\$ 30,679	\$ 26,449
(141) ASSESSORS DEPARTMENT									
(001) SALARIES & WAGES	\$ 60,453	\$ 59,679	\$ 61,280	63,103	\$ 65,627	\$ 68,252	\$ 70,982	\$ 73,822	\$ 76,774
(007) EXPENSES	\$ 12,150	\$ 12,150	\$ 12,150	13,150	\$ 13,282	\$ 13,414	\$ 13,548	\$ 13,684	\$ 13,821
(008) CAPITAL	\$ 10,000	\$ -	\$ -						\$ 50,000
(141) ASSESSORS DEPARTMENT Total	\$ 82,603	\$ 71,829	\$ 73,430	\$ 76,253	\$ 78,909	\$ 81,667	\$ 84,531	\$ 87,506	\$ 140,595
(149) FINANCE DEPARTMENT									
(001) SALARIES & WAGES	\$ 172,226	\$ 170,853	\$ 187,551	195,778	\$ 219,033	\$ 227,794	\$ 236,906	\$ 246,382	\$ 256,238
(007) EXPENSES	\$ 25,400	\$ 26,400	\$ 37,500	32,950	\$ 33,280	\$ 33,612	\$ 33,948	\$ 34,288	\$ 34,631
(149) FINANCE DEPARTMENT Total	\$ 197,626	\$ 197,253	\$ 225,051	\$ 228,728	\$ 252,313	\$ 261,407	\$ 270,855	\$ 280,670	\$ 290,868
1%									
(151) LEGAL									
(002) CONTRACT SERVICES	\$ 40,000	\$ 48,000	\$ 50,000	55,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000
(007) EXPENSES	\$ 7,000	\$ 7,000	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES-LEGAL BASE STUDY	\$ -								
(151) LEGAL Total	\$ 47,000	\$ 55,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000

Town of Wenham FY20-24 Budget Projections

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
(152) INFORMATION TECHNOLOGY									
(002) CONTRACT SERVICES		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES	\$ 61,036	\$ 50,387	\$ 55,254	\$ 64,014	\$ 67,215	\$ 70,575	\$ 74,104	\$ 77,809	\$ 81,700
(008) CAPITAL	\$ 10,000	\$ 10,000	\$ 7,000	\$ 7,000	\$ 7,700	\$ 8,470	\$ 9,317	\$ 10,249	\$ 11,274
(152) INFORMATION TECHNOLOGY Total	\$ 71,036	\$ 60,387	\$ 62,254	\$ 71,014	\$ 74,915	\$ 79,045	\$ 83,421	\$ 88,058	\$ 92,973
(160) TOWN HALL									
(001) SALARIES & WAGES	\$ 75,909	\$ 74,568	\$ 76,060	93,160	\$ 96,886	\$ 100,762	\$ 104,792	\$ 108,984	\$ 113,343
(002) CONTRACT SERVICES-MINUTES CLERK	\$ 8,401	\$ 8,401	\$ 8,569	0	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES	\$ 51,870	\$ 47,720	\$ 47,720	47,720	\$ 48,197	\$ 48,679	\$ 49,166	\$ 49,658	\$ 50,154
(160) TOWN HALL DEPARTMENT Total	\$ 136,180	\$ 130,689	\$ 132,349	\$ 140,880	\$ 145,084	\$ 149,441	\$ 153,958	\$ 158,642	\$ 163,498
(161) TOWN CLERK'S DEPARTMENT									
(001) SALARIES & WAGES	\$ 64,991	\$ 65,818	\$ 65,039	77,487	\$ 80,199	\$ 83,006	\$ 85,911	\$ 88,918	\$ 92,030
(007) EXPENSES	\$ 10,765	\$ 16,930	\$ 12,555	12,855	\$ 12,984	\$ 13,113	\$ 13,245	\$ 13,377	\$ 13,511
(161) TOWN CLERK'S DEPARTMENT Total	\$ 75,756	\$ 82,748	\$ 77,594	\$ 90,342	\$ 93,183	\$ 96,119	\$ 99,156	\$ 102,295	\$ 105,541
(170) LAND USE									
(001) SALARIES & WAGES	\$ 67,783	\$ 47,797	\$ 57,105	69,122	\$ 65,999	\$ 68,639	\$ 71,385	\$ 74,240	\$ 77,209
(007) EXPENSES	\$ 7,450	\$ 6,250	\$ 4,900	6,155	\$ 6,217	\$ 6,279	\$ 6,342	\$ 6,405	\$ 6,469
(170) PLANNING & LAND USE Total	\$ 75,233	\$ 54,047	\$ 62,005	\$ 75,277	\$ 72,216	\$ 74,918	\$ 77,726	\$ 80,645	\$ 83,678
		1.0%							
(192) BUILDINGS & GROUNDS									
(001) SALARIES & WAGES	\$ 77,177	\$ 88,069	\$ 81,194	81,247	\$ 84,091	\$ 87,034	\$ 90,080	\$ 93,233	\$ 96,496
(002) CONTRACT SERVICES		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES	\$ 78,347	\$ 73,347	\$ 73,989	78,989	\$ 80,174	\$ 81,376	\$ 82,597	\$ 83,836	\$ 85,094
(008) CAPITAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(192) BUILDINGS & GROUNDS Total	\$ 155,524	\$ 161,416	\$ 155,183	\$ 160,236	\$ 164,264	\$ 168,410	\$ 172,677	\$ 177,069	\$ 181,590
(195) TOWN REPORT									
(007) EXPENSES	\$ 5,000	\$ 5,000	\$ 5,500	5,700	\$ 6,000	\$ 6,060	\$ 6,121	\$ 6,182	\$ 6,244
(195) TOWN REPORT Total	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,700	\$ 6,000	\$ 6,060	\$ 6,121	\$ 6,182	\$ 6,244
(199) IRON RAIL									
(001) SALARIES & WAGES	\$ 14,134	\$ 14,275	\$ 7,102	6,973	\$ 7,112	\$ 7,255	\$ 7,400	\$ 7,548	\$ 7,699
(002) CONTRACT SERVICES									
(007) EXPENSES	\$ 36,470	\$ 36,470	\$ 36,470	36,470	\$ 37,017	\$ 37,572	\$ 38,136	\$ 38,708	\$ 39,289
(008) CAPITAL	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(199) IRON RAIL Total	\$ 56,604	\$ 50,745	\$ 43,572	\$ 43,443	\$ 44,130	\$ 44,827	\$ 45,536	\$ 46,256	\$ 46,987
(210) POLICE DEPARTMENT									
(001) SALARIES & WAGES	\$ 1,188,792	\$ 1,251,067	\$ 1,237,224	1,271,226	\$ 1,296,651	\$ 1,322,584	\$ 1,349,035	\$ 1,376,016	\$ 1,403,536
(007) EXPENSES	\$ 109,680	\$ 122,930	\$ 125,266	123,216	\$ 125,064	\$ 126,940	\$ 128,844	\$ 130,777	\$ 132,739
(008) CAPITAL	\$ 38,000	\$ 38,000	\$ 40,000	40,000	\$ 54,000	\$ 54,000	\$ 55,000	\$ 55,000	\$ 55,000
(007) EXPENSES - POLICE STAT EXP									
(210) POLICE DEPARTMENT Total	\$ 1,336,472	\$ 1,411,997	\$ 1,402,490	\$ 1,434,442	\$ 1,475,715	\$ 1,503,524	\$ 1,532,880	\$ 1,561,793	\$ 1,591,275

Town of Wenham FY20-24 Budget Projections

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
(220) FIRE DEPARTMENT									
(001) SALARIES & WAGES	\$ 374,233	\$ 384,288	\$ 401,285	387,036	\$ 398,647	\$ 410,606	\$ 422,925	\$ 435,612	\$ 448,681
(001) SALARIES & WAGES-ON CALL	\$ 249,403	\$ 206,091	\$ 201,220	\$ 202,995	\$ 207,055	\$ 211,196	\$ 215,420	\$ 219,728	
(007) EXPENSES-TRAINING		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES	\$ 94,270	\$ 116,820	\$ 133,286	123,961	\$ 125,820	\$ 127,708	\$ 129,623	\$ 131,568	\$ 133,541
(008) CAPITAL	\$ 15,000	\$ 15,000	\$ 15,000	0	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
(007) EXPENSES - FIRE STAT EXP									
(220) FIRE DEPARTMENT Total	\$ 732,906	\$ 722,198	\$ 750,791	\$ 713,992	\$ 731,522	\$ 764,510	\$ 782,968	\$ 801,908	\$ 597,222
(240) PERMITTING									
(001) SALARIES & WAGES	\$ 36,006	\$ 58,369	\$ 60,475	138,952	\$ 143,815	\$ 148,849	\$ 154,059	\$ 159,451	\$ 165,031
(007) EXPENSES	\$ 2,757	\$ 7,557	\$ 6,757	15,000	\$ 15,150	\$ 15,302	\$ 15,455	\$ 15,609	\$ 15,765
(007) Capital				3,000					
(240) PERMITTING Total	\$ 38,763	\$ 65,926	\$ 67,232	\$ 156,952	\$ 158,965	\$ 164,150	\$ 169,513	\$ 175,060	\$ 180,797
(294) TREE WARDEN									
(001) SALARIES & WAGES	\$ 1,579	\$ 1,595	\$ 1,627	1,660	\$ 1,693	\$ 1,727	\$ 1,761	\$ 1,796	\$ 1,832
(002) CONTRACT SERVICES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES	\$ 30,300	\$ 25,800	\$ 25,800	25,800	\$ 26,187	\$ 26,580	\$ 26,979	\$ 27,383	\$ 27,794
(007) EXPENSES - TREE REPLACEMENT									
(294) TREE WARDEN Total	\$ 31,879	\$ 27,395	\$ 27,427	\$ 27,460	\$ 27,880	\$ 28,306	\$ 28,740	\$ 29,180	\$ 29,626
(310) REGIONAL SCHOOL									
(002) CONTRACT SERVICES	\$ 7,734,075	\$ 8,433,233	\$ 8,870,591	9,708,859	\$ 10,287,682	\$ 10,596,312	\$ 10,914,202	\$ 11,241,628	\$ 11,578,876
(009) DEBT - CUTLER ROOF-DEBT EXCL	\$ 39,802	\$ 42,610	\$ 45,265	\$ 45,451	\$ 77,873	\$ 76,159	\$ 76,047	\$ 75,831	\$ 75,590
(009) DEBT - '97 MIDDLE SCHOOL-DEBT EXCL	\$ 237,053	\$ 245,696	\$ 248,192	\$ 247,816					
(009) DEBT - BUKER & WINTHROP BOILER-DEBT EXCL		\$ 52,104	\$ 42,129	\$ 42,049					
(009) Winthrop Sprinkler & HS Athletic Fields-DEBT EXCL				\$ 8,838					
(009) DEBT - '10 CUTLER HVAC				\$ -					
(310) REGIONAL SCHOOL Total	\$ 8,010,930	\$ 8,773,643	\$ 9,206,177	\$ 10,053,013	\$ 10,365,555	\$ 10,672,471	\$ 10,990,249	\$ 11,317,458	\$ 11,654,467
(320) VOC SCHOOL									
(002) CONTRACT SERVICES	\$ 149,029	\$ 189,550	\$ 145,894	143,217	\$ 147,514	\$ 151,939	\$ 156,497	\$ 161,192	\$ 166,028
(009) DEBT - NEW SCHOOL	\$ 36,050	\$ -	\$ 18,349	\$ 16,829	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
(320) VOC SCHOOL Total	\$ 185,079	\$ 189,550	\$ 164,243	\$ 160,046	\$ 167,514	\$ 171,939	\$ 176,497	\$ 181,192	\$ 186,028
(422) HIGHWAY DEPARTMENT									
(001) SALARIES & WAGES	\$ 520,498	\$ 523,131	\$ 548,447	551,413	\$ 565,198	\$ 579,328	\$ 593,811	\$ 608,657	\$ 623,873
(007) EXPENSES	\$ 257,344	\$ 223,344	\$ 219,304	219,304	\$ 222,594	\$ 225,932	\$ 229,321	\$ 232,761	\$ 236,253
(007) EXPENSES-TREE STUDY	\$ -	\$ -							
(007) EXPENSES-STREET MAINT		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES-VEHICLE MAINT	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES-VEHICLE GAS & OIL	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(008) CAPITAL	\$ -	\$ 96,000	\$ 83,020	83,020	\$ 87,171	\$ 91,530	\$ 96,106	\$ 100,911	\$ 105,957
(422) HIGHWAY DEPARTMENT Total	\$ 777,842	\$ 842,475	\$ 850,771	\$ 853,737	\$ 874,963	\$ 896,790	\$ 919,239	\$ 942,329	\$ 966,083

Town of Wenham FY20-24 Budget Projections

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
(423) SNOW & ICE									
(001) SALARIES & WAGES	\$ 36,050	\$ 36,050	\$ 36,050	36,050	\$ 36,050	\$ 36,050	\$ 36,050	\$ 36,050	\$ 36,050
(007) EXPENSES	\$ 70,000	\$ 70,000	\$ 70,000	70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
(423) SNOW & ICE Total	\$ 106,050	\$ 106,050	\$ 106,050	\$ 106,050	\$ 106,050	\$ 106,050	\$ 106,050	\$ 106,050	\$ 106,050
(424) STREET LIGHTING									
(007) EXPENSES-STREET LIGHTING	\$ 52,000	\$ 40,000	\$ 30,574	18,000	\$ 18,540	\$ 19,096	\$ 19,669	\$ 20,259	\$ 20,867
(424) STREET LIGHTING Total	\$ 52,000	\$ 40,000	\$ 30,574	\$ 18,000	\$ 18,540	\$ 19,096	\$ 19,669	\$ 20,259	\$ 20,867
(433) REFUSE COLLECTION AND DISPOSAL									
(007) EXPENSES-REFUSE	\$ 233,659	\$ 240,669	\$ 365,000	386,000	\$ 405,300	\$ 425,565	\$ 446,843	\$ 469,185	\$ 492,645
(433) REFUSE COLLECTION AND DISPOSAL Total	\$ 233,659	\$ 240,669	\$ 365,000	\$ 386,000	\$ 405,300	\$ 425,565	\$ 446,843	\$ 469,185	\$ 492,645
(491) CEMETERY									
(001) SALARIES & WAGES	\$ 5,947	\$ 3,481	\$ 3,180	3,122	\$ 3,184	\$ 3,248	\$ 3,313	\$ 3,379	\$ 3,447
(007) EXPENSES	\$ 4,900	\$ 4,900	\$ 6,100	6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600
(007) EXPENSES-MEMORIAL DAY									
(007) EXPENSES-VETERANS GRAVES									
(491) CEMETERY Total	\$ 10,847	\$ 8,381	\$ 9,280	\$ 9,722	\$ 9,784	\$ 9,848	\$ 9,913	\$ 9,979	\$ 10,047
(510) HEALTH DEPARTMENT									
(001) SALARIES & WAGES	\$ 6,670	\$ 12,023	\$ 12,261	12,384	\$ 12,632	\$ 12,884	\$ 13,142	\$ 13,405	\$ 13,673
(002) CONTRACT SERVICES-HEALTH AGENT	\$ 1,500	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -
(002) CONTRACT SERVICES-HAZARD WASTE									
(007) EXPENSES	\$ 18,820	\$ 19,370	\$ 19,935	20,643	\$ 20,849	\$ 21,058	\$ 21,269	\$ 21,481	\$ 21,696
(510) HEALTH DEPARTMENT Total	\$ 26,990	\$ 31,393	\$ 32,196	\$ 33,027	\$ 33,481	\$ 33,942	\$ 34,411	\$ 34,886	\$ 35,369
(541) COUNCIL ON AGING									
(001) SALARIES & WAGES	\$ 75,535	\$ 84,021	\$ 81,886	87,108	\$ 90,157	\$ 93,312	\$ 96,578	\$ 99,958	\$ 103,457
(001) SALARIES & WAGES-VAN									
(007) EXPENSES	\$ 28,874	\$ 20,274	\$ 20,274	20,274	\$ 20,477	\$ 20,682	\$ 20,888	\$ 21,097	\$ 21,308
(007) EXPENSES-VAN									
(541) COUNCIL ON AGING Total	\$ 104,409	\$ 104,295	\$ 102,160	\$ 107,382	\$ 110,634	\$ 113,994	\$ 117,467	\$ 121,056	\$ 124,765
(543) VETERANS' DEPARTMENT									
(002) CONTRACT SERVICES	\$ 19,500	\$ 20,085	\$ 21,000	21,420	\$ 21,848	\$ 22,285	\$ 22,731	\$ 23,186	\$ 23,649
(007) EXPENSES	\$ 1,900	\$ 1,900	\$ 1,900	1,919	\$ 1,938	\$ 1,958	\$ 1,977	\$ 1,997	\$ 2,017
(543) VETERANS' DEPARTMENT Total	\$ 21,400	\$ 21,985	\$ 22,900	\$ 23,339	\$ 23,787	\$ 24,243	\$ 24,708	\$ 25,183	\$ 25,666
(620) LIBRARY DEPARTMENT									
(001) SALARIES & WAGES-DIRECTOR	\$ 76,644	\$ 80,647	\$ 83,483	86,801	\$ 90,273	\$ 93,884	\$ 97,639	\$ 101,545	\$ 105,607
(001) PROF LIBRARY GENERALIST/GRANTS ADM									
(001) SALARIES & WAGES-HEAD REFERENCE	\$ 47,320	\$ 49,943	\$ 51,743	53,818	\$ 55,971	\$ 58,210	\$ 60,538	\$ 62,959	\$ 65,478
(001) SALARIES & WAGES-REFERENCE	\$ 46,380	\$ 48,744	\$ 51,327	53,406	\$ 55,542	\$ 57,764	\$ 60,074	\$ 62,477	\$ 64,977
(001) SALARIES & WAGES-YOUNG ADULT	\$ 46,713	\$ 49,941	\$ 52,748	54,859	\$ 57,053	\$ 59,335	\$ 61,709	\$ 64,177	\$ 66,744
(001) SALARIES & WAGES-CHILDRENS	\$ 48,518	\$ 49,562	\$ 51,015	53,074	\$ 55,197	\$ 57,405	\$ 59,701	\$ 62,089	\$ 64,573
(001) SALARIES & WAGES-HEAD OF CIRCULATION	\$ 46,430	\$ 49,494	\$ 50,518	52,576	\$ 54,679	\$ 56,866	\$ 59,141	\$ 61,506	\$ 63,967
(001) SALARIES & WAGES-ADMIN LIBRARIAN	\$ 46,001	\$ 49,185	\$ 58,615	59,766	\$ 62,157	\$ 64,643	\$ 67,229	\$ 69,918	\$ 72,714
(001) SALARIES & WAGES-TECH SERVICES	\$ 57,364	\$ 57,928	\$ 58,056	60,418	\$ 62,835	\$ 65,348	\$ 67,962	\$ 70,681	\$ 73,508
(001) SALARIES & WAGES-ASST DIRECTOR	\$ 49,736	\$ 55,940	\$ 50,965	53,036	\$ 55,157	\$ 57,364	\$ 59,658	\$ 62,045	\$ 64,526
(001) SALARIES & WAGES-SUPPORT STAFF	\$ 110,085	\$ 102,302	\$ 105,776	110,209	\$ 114,617	\$ 119,202	\$ 123,970	\$ 128,929	\$ 134,086

Town of Wenham FY20-24 Budget Projections

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
(007) EXPENSES-LIBRARY BOOKS	\$ 122,814	\$ 125,814	\$ 127,814	130,814	\$ 133,430	\$ 136,099	\$ 138,821	\$ 141,597	\$ 144,429
(007) EXPENSES-SUBS & PERIODICALS	\$ 10,000	\$ 10,000	\$ 10,000	10,000	\$ 10,200	\$ 10,404	\$ 10,612	\$ 10,824	\$ 11,041
(007) EXPENSES-TECHNOLOGY	\$ 44,938	\$ 46,404	\$ 48,668	49,694	\$ 50,688	\$ 51,702	\$ 52,736	\$ 53,790	\$ 54,866
(007) EXPENSES-GENERAL SUPPLIES	\$ 13,390	\$ 12,265	\$ 12,765	12,627	\$ 12,880	\$ 13,137	\$ 13,400	\$ 13,668	\$ 13,941
(007) EXPENSES-MBRSHPS/CONF/TRAVEL	\$ 916	\$ 916	\$ 916	916	\$ 934	\$ 953	\$ 972	\$ 992	\$ 1,011
(007) EXPENSES-PROGRAMS	\$ 500	\$ 500	\$ 500	500	\$ 510	\$ 520	\$ 531	\$ 541	\$ 552
(007) EXPENSES-HEAT & UTILITIES	\$ 52,491	\$ 55,540	\$ 53,540	53,540	\$ 54,611	\$ 55,703	\$ 56,817	\$ 57,953	\$ 59,112
(007) EXPENSES-BUILD & GROUNDS	\$ 43,025	\$ 39,635	\$ 41,135	45,105	\$ 46,007	\$ 46,927	\$ 47,866	\$ 48,823	\$ 49,800
(008) CAPITAL	\$ 9,595	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
(620) LIBRARY DEPARTMENT Total	\$ 872,860	\$ 884,760	\$ 909,584	\$ 941,159	\$ 972,741	\$ 1,005,466	\$ 1,039,376	\$ 1,074,516	\$ 1,110,932
(640) JOINT RECREATION									
(002) CONTRACT SERVICES	\$ 70,000	\$ 68,615	\$ 68,784	82,673	\$ 86,807	\$ 91,147	\$ 95,704	\$ 100,490	\$ 105,514
(007) EXPENSES-TURF STUDY									
(007) EXPENSES-POOL STUDY									
(007) EXPENSES-VETERANS POOL INDIRECT COSTS				\$ 14,467	\$ 14,901	\$ 15,348	\$ 15,808	\$ 16,283	\$ 16,771
(640) JOINT RECREATION Total	\$ 70,000	\$ 68,615	\$ 68,784	\$ 97,140	\$ 86,807	\$ 91,147	\$ 95,704	\$ 100,490	\$ 105,514
(691) HISTORIC COMMISSION									
(007) EXPENSES	\$ 200	\$ 200	\$ 200	200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
(691) HISTORIC COMMISSION Total	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
(710) DEBT									
DEBT-FIRE TRUCK		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT -JT LIB CONSTN - DEBT EXCL.	\$ 74,600	\$ 60,000	\$ 60,000	50,000	\$ 50,000				
DEBT -JT LIB LEASE PURCHASE -DEBT EXCL.	\$ 13,600	\$ 15,000	\$ 15,000	15,000	\$ 15,000				
DEBT-TOWN HALL \$244K	\$ 9,100	\$ 10,000	\$ 10,000	10,000	\$ 10,000				
DEBT -TOWN HALL POLICE STATION-DEBT EXCL.	\$ 232,500	\$ 235,000	\$ 210,000	200,000	\$ 195,000	\$ 195,000	\$ 190,000	\$ 190,000	\$ 180,000
DEBT -QUINT FIRE TRUCK-DEBT EXCL.	\$ 45,000	\$ 45,000							
DEBT-CULVERTS/DRAINS/ROADS-DEBT EXCL.	\$ 39,000	\$ 39,000	\$ 40,000	76,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000	
DEBT -ESCO	\$ 24,000	\$ 24,000	\$ 24,000	24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	
DEBT-HW TRACKLESS MACHINE-DEBT EXCL.	\$ 25,000								
DEBT -'15 STATE HOUSE NOTE		\$ 127,000	\$ 120,000	120,000	\$ 115,000	\$ 110,000			
(710) DEBT Total	\$ 462,800	\$ 555,000	\$ 479,000	\$ 495,000	\$ 485,000	\$ 405,000	\$ 290,000	\$ 290,000	\$ 180,000
(751) DEBT INT									
DEBT INT-FIRE TRUCK									
DEBT INT-JT LIB CONSTN - DEBT EXCL.	\$ 4,966	\$ 3,800	\$ 2,600	1,500	\$ 500				
DEBT INT-JT LIB LEASE PURCHASE-DEBT EXCL.	\$ 1,291	\$ 1,050	\$ 750	450	\$ 150				
DEBT INT-TOWN HALL \$244K	\$ 861	\$ 700	\$ 500	300	\$ 100				
DEBT INT-TOWN HALL POLICE STATION-DEBT EXCL.	\$ 62,178	\$ 54,075	\$ 47,150	43,050	\$ 39,100	\$ 35,200	\$ 31,350	\$ 27,550	\$ 23,625
DEBT INT-QUINT FIRE TRUCK-DEBT EXCL.	\$ 2,869	\$ 956							
DEBT INT-CULVERTS/DRAINS/ROADS-DEBT EXCL.	\$ 13,948	\$ 13,119	\$ 12,230	10,830	\$ 8,740	\$ 6,460	\$ 3,895	\$ 1,235	
DEBT INT-ESCO	\$ 5,040	\$ 4,530	\$ 3,990	3,420	\$ 2,760	\$ 2,040	\$ 1,230	\$ 390	
DEBT INT-HW TRACKLESS MACHINE-DEBT EXCL.	\$ 675								
DEBT INT-TEMP LOANS									
DEBT INT-'15 STATE HOUSE NOTE		\$ 21,862	\$ 10,935	7,695	\$ 4,523	\$ 1,485			
(751) DEBT INT Total	\$ 91,828	\$ 100,092	\$ 78,155	\$ 67,245	\$ 55,873	\$ 45,185	\$ 36,475	\$ 29,175	\$ 23,625

Town of Wenham FY20-24 Budget Projections

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
(911) RETIREMENT			4.29%	8.28%					
(007) EXPENSES	\$ 574,214	\$ 597,599	\$ 668,111	728,457	\$ 794,018	\$ 865,480	\$ 901,570	\$ 937,633	\$ 975,138
(007) EXPENSES-FORMER EMPLOYEE PENSION	\$ 6,206	\$ 6,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(007) ECO RETIREMENT	\$ 19,250	\$ -	\$ 20,101	20,717	\$ 22,271	\$ 23,941	\$ 24,939	\$ 25,937	\$ 26,974
(911) RETIREMENT Total	\$ 599,670	\$ 604,239	\$ 688,212	\$ 749,174	\$ 816,289	\$ 889,421	\$ 926,510	\$ 963,570	\$ 1,002,113
(914) EMPLOYEE BENEFITS									
(007) EXPENSES - GROUP INSURANCE	\$ 604,154	\$ 646,445	\$ 691,696	638,415	\$ 683,104	\$ 730,921	\$ 782,086	\$ 836,832	\$ 895,410
(001) SALARIES & WAGES	\$ 20,000	\$ 17,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
(007) EXPENSES-OTHER BUYBACK									
(914) INSURANCE GROUP Total	\$ 624,154	\$ 663,445	\$ 698,696	\$ 645,415	\$ 690,104	\$ 737,921	\$ 789,086	\$ 843,832	\$ 902,410
(916) FICA / MEDICARE									
(007) EXPENSES-FICA MEDICARE	\$ 53,455	\$ 55,069	\$ 56,721	57,856	\$ 59,013	\$ 60,193	\$ 61,397	\$ 62,625	\$ 63,878
(916) FICA / MEDICARE Total	\$ 53,455	\$ 55,069	\$ 56,721	\$ 57,856	\$ 59,013	\$ 60,193	\$ 61,397	\$ 62,625	\$ 63,878
(945) GENERAL INSURANCE									
(007) EXPENSES	\$ 120,000	\$ 123,600	\$ 123,600	127,308	\$ 131,127	\$ 135,061	\$ 139,113	\$ 143,286	\$ 147,585
(945) GENERAL INSURANCE Total	\$ 120,000	\$ 123,600	\$ 123,600	\$ 127,308	\$ 131,127	\$ 135,061	\$ 139,113	\$ 143,286	\$ 147,585
(990) INTERFUND TRANSFERS OUT (OPEB)									
(010) OTHER FINANCING USES	\$ 20,000	\$ 20,000	\$ -	40,000	\$ 50,000	\$ 60,000	\$ 70,000	\$ 80,000	\$ 90,000
(990) INTERFUND TRANSFERS OUT Total	\$ 20,000	\$ 20,000	\$ -	\$ 40,000	\$ 50,000	\$ 60,000	\$ 70,000	\$ 80,000	\$ 90,000
Merit increases for Non-union personnel			\$ 28,000	29,105	\$ 30,269	\$ 31,480	\$ 32,739	\$ 34,049	\$ 35,411
Major Capital					\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TOTAL GENERAL FUND	\$ 15,808,808	\$ 16,863,861	\$ 17,433,860	\$ 18,575,965	\$ 19,379,978	\$ 19,935,699	\$ 20,418,718	\$ 21,046,522	\$ 21,413,700
(029) WATER FUND									
(450) WATER DEPARTMENT									
(001) SALARIES & WAGES	\$ 164,853	\$ 163,948	\$ 168,828	174,048	\$ 179,269	\$ 184,648	\$ 190,187	\$ 195,893	\$ 201,769
(002) CONTRACT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(007) EXPENSES	\$ 130,315	\$ 129,863	\$ 134,503	136,458	\$ 138,505	\$ 140,582	\$ 142,691	\$ 144,832	\$ 147,004
(008) CAPITAL OUTLAY	\$ -	\$ -	\$ 4,631	39,632	\$ 39,632	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
(009) DEBT SERVICE -WAT TOWER CONSTRUCTION	\$ 82,400	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
(009) DEBT SERVICE -WAT TOWER PAINTING	\$ 37,000	\$ 37,000	\$ 36,000						
(009) DEBT INT -WAT TOWER CONSTRUCTION	\$ 6,784	\$ 5,400	\$ 2,250	\$ 2,250	\$ 750				
(009) DEBT INT -WAT TOWER PAINTING	\$ 2,013	\$ 1,226	\$ 405						
(008) ART-PLEASANT ST PUMP									
(450) WATER DEPARTMENT Total	\$ 423,365	\$ 417,438	\$ 421,617	\$ 427,388	\$ 433,156	\$ 360,230	\$ 367,878	\$ 375,724	\$ 383,773
(990) INTERFUND TRANSFERS OUT									
(010) OTHER FINANCING USES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(990) INTERFUND TRANSFERS OUT Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(060) WATER FUND Total	\$ 423,365	\$ 417,438	\$ 421,617	\$ 427,388	\$ 433,156	\$ 360,230	\$ 367,878	\$ 375,724	\$ 383,773
Grand Total	\$ 16,232,173	\$ 17,281,299	\$ 17,855,477	\$ 19,003,353	\$ 19,813,135	\$ 20,295,929	\$ 20,786,596	\$ 21,422,246	\$ 21,797,473

Town of Wenham FY20-24 Budget Projections

	FY 2016 BUDGET	FY 2017 BUDGET	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 PROJECTED	FY 2021 PROJECTED	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED
General Government	\$ 1,224,615	\$ 1,202,884	\$ 1,193,616	\$ 1,272,307	\$ 1,323,135	\$ 1,371,675	\$ 1,411,712	\$ 1,463,311	\$ 1,531,127
Public Safety	\$ 2,140,020	\$ 2,227,516	\$ 2,247,940	\$ 2,332,846	\$ 2,394,082	\$ 2,460,491	\$ 2,514,100	\$ 2,567,941	\$ 2,398,920
Education	\$ 8,196,009	\$ 8,963,193	\$ 9,370,420	\$ 10,213,059	\$ 10,533,069	\$ 10,844,410	\$ 11,166,746	\$ 11,498,650	\$ 11,840,495
Public Works	\$ 1,180,398	\$ 1,237,575	\$ 1,361,675	\$ 1,373,509	\$ 1,414,637	\$ 1,457,350	\$ 1,501,714	\$ 1,547,803	\$ 1,082,180
Water	\$ 423,365	\$ 417,438	\$ 421,617	\$ 427,388	\$ 433,156	\$ 360,230	\$ 367,878	\$ 375,724	\$ 383,773
Health & Human Services	\$ 152,799	\$ 157,673	\$ 125,060	\$ 163,748	\$ 167,901	\$ 172,179	\$ 176,585	\$ 181,124	\$ 185,800
Culture & Recreation	\$ 943,060	\$ 953,575	\$ 978,568	\$ 1,038,499	\$ 1,059,748	\$ 1,096,813	\$ 1,135,280	\$ 1,175,205	\$ 1,216,646
Debt Service	\$ 554,628	\$ 655,092	\$ 557,155	\$ 562,245	\$ 540,873	\$ 450,185	\$ 326,475	\$ 319,175	\$ 203,625
Other	\$ 1,417,279	\$ 1,466,354	\$ 1,567,229	\$ 1,619,753	\$ 1,946,533	\$ 2,082,596	\$ 2,186,106	\$ 2,293,313	\$ 2,142,108
Total	\$ 16,232,173	\$ 17,281,299	\$ 17,823,281	\$ 19,003,353	\$ 19,813,135	\$ 20,295,929	\$ 20,786,596	\$ 21,422,246	\$ 20,984,674
 TOTAL REVENUE & FREE CASH	 \$ 16,755,450	 \$ 17,380,149	 \$ 17,877,031	 \$ 18,672,060	 \$ 19,666,097	 \$ 20,168,202	 \$ 20,748,964	 \$ 21,359,344	 \$ 21,905,419
 AVAILABLE BALANCE PER BUDGET	 \$ 523,278	 \$ 98,850	 \$ 21,554	 \$ (331,294)	 \$ (147,038)	 \$ (127,727)	 \$ (37,632)	 \$ (62,903)	 \$ 107,945

<p style="text-align: center;">FY2020</p> <p style="text-align: center;">BUDGET PREPARATION & TOWN MEETING SCHEDULE</p> <p style="text-align: center;">9.18.18</p>

Budget Development Phase

September 18, 2018	Town Administrator presents long range budget forecast to joint BOS / FinCom meeting and FY20 budget guidelines are established.
September 20, 2018	Town Administrator provides FY20 budget guidelines to department heads and begins budget building process.
October 15, 2018	Department head budget submissions due to Town Administrator.
October 22 – November 2, 2018	Town Administrator meets with department heads to review initial submissions and make changes as appropriate.
October - November 2018	HWRSD provides finalized enrollment data to Towns. Solicit quotes and select printer for Annual Report and Warrant Books.
November 2018	Town Administrator & Finance Director present FY20 budget Town projections to joint BOS / FinCom meeting based on initial department head submissions and presentations. First update of GFOA goes online including introduction, financial forecasting and some initial requests.
November 2018	Joint Hamilton /Wenham (FinComs & BOS) meeting with HWRSD Leadership (Administration & SC) for preliminary discussions re. FY20 RSD budget parameters.
November – December 2018	Board of Selectmen begin reviewing non-budgetary warrant articles
December 2018	HWRSD Superintendent's proposed budget released.BOS reviews updated FY20 budget projection.
December 2018	Annual Report form sent out to all Department Heads, Boards, & Committees (including report and GFOA information collection).
January 2019	BOS review of finalized Administration FY20 budget. BOS opens Annual Town Meeting warrant. Materials from annual reports are added to GFOA online.

Budget Review Phase

January 2019	HWRSD delivers SC approved tentative FY20 budget to Towns.
January 7, 2019	Department Reports and photographs due for Annual Report.
January 2019	Provide schedule and deadlines to printer.
January 2019	Nomination papers available.
January 2019	FinCom Meeting: Presentation of FY20 Administration budget by Town Administrator and Finance Director.
January 2019	FinCom Meeting: Departmental budgets presentation and review.
February 2019	HWRSD meeting with Joint Hamilton & Wenham FinComs (with BOS as invited guests)
February 2019	Joint Hamilton & Wenham FinComs meet & review joint Department Budgets.
February 2019	Draft warrant articles submitted to Town Counsel for preliminary review.
February 2019	FinCom Meeting: Final review of all Departmental budgets and/or snow date placeholder for Departmental budget presentations. Final departmental budgets added to GFOA
February 2019	School Committee to vote School Budget.
February 2019	All content for Annual Town Report should be completed and ready for the printer.
February 20, 2019	Deadline for School Committee to vote the School Budget (45 days prior to ATM).
February 2019	Joint FinCom / BOS meeting for final budget review. FinCom recommendations to ATM finalized.
February 21, 2019	Last day to submit & file papers with registrars for certification.
February 25, 2019	School Committee Papers due to District Office.
March 2019	Board of Selectmen meeting: Administration Budget completed with Article recommendations and vote to close warrant. Final information and reports added to GFOA online and add Warrant and Annual Report to website.

Budget Approval Phase

Feb. – Mar., 2019	Town Administrator and Town Counsel finalize proposed warrant, motions, & legal advertisement.
March 2018	Provide updated street listing guide to Boy Scouts.
March 7, 2019	Last day to file with the Town Clerk.
March 2019	Deadline for Board of Selectmen to close and sign warrant and approve ballot questions (if any).
March 2019	Deadline for Board of Selectmen to close and sign warrant and approve ballot questions (if any).
March 7, 2019	Deadline for approved ballot questions to be submitted to Town Clerk.
March 11, 2019	Last day to object or withdraw.
March 2019	Deadline for Town Meeting Warrant Book to be delivered to printer.
March 2019	Warrant and Reports posted online (to include STM if needed).
March 22, 2019	Deadline to post Warrant prior to STM (14 day min).
March 23/24 or 30/31, 2019	Deadline for Warrant Books to be delivered to Boy Scouts for distribution to residents on weekend TBD
March 15, 2019	Last day to register to vote for Town Meeting & Election.
March 30, 2019	Deadline to post Warrant prior to ATM (7 day min).
April 1, 2019	FinCom holds Warrant Hearing.
April 6, 2019	Annual Town Meeting.
April 11, 2019	Annual Election (Thursday, 8:00am - 8:00pm) Wenham and Hamilton.
July 5, 2019	Final deadline for GFOA budget to be submitted (90 days after approval).

*Dates have been submitted, but not yet approved by State Elections

BOARD OF SELECTMEN MEETING

September 25, 2018

NEW BUSINESS

G.

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