

Town of Wenham BOARD OF SELECTMEN

AGENDA

Tuesday October 23rd 5:30 PM

Wenham Town Hall - 138 Main Street

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

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

5:30 P.M.

WELCOME: Call to order

EXECUTIVE SESSION

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
- Hamilton Wenham Regional Education Association

6:30 P.M.

PUBLIC INPUT: ITEMS NOT ON THE AGENDA

ANNOUNCEMENTS

JW

- Pumpkin Fest 2018 hosted by HW Recreation Department October 27 from 12:30pm to 5:30pm
- 2. Hydrant Flushing to Begin on October 29 through November 9 8:00am to 2:00pm
- 3. Community Preservation Committee Public Hearing November 1 at 7:00pm
- 4. Curbside Leaf Pick-up to Begin on November 13
- 5. Request for Wreaths Across America Sponsorships

6:35 P.M.

REPORTS

TOWN ADMINISTRATOR - Update

CHAIRMAN – 375th Celebration Mural Recognition & 40 Hull Street Project Public Comment Period SELECTMEN

6:45 P.M.

CONSENT AGENDA

JC

- A. Approval of Minutes
 - Executive Session: September 25, 2018 (1); September 25, 2018 (2); September 25, 2018 (3)

6:50 P.M.

NEW BUSINESS

- B. Presentation on Status of Fire-based EMS Pilot Program Chief Kavanagh (20 minutes)
- JW
- C. Discussion on Options for Disposition of Old Council on Aging Van (10 minutes)
- D. Referral of Request for Street Acceptance of Settlers Lane to Planning Board for Review and Recommendation (10 minutes)
- E. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)

JC CH

CH

7:30 P.M. EXECUTIVE SESSION

Executive Session #6 under M.G.L. Ch. 30A, § 21 – To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.

• Community Preservation Act Historic Preservation Restrictions

8:15 P.M.

ANTICIPATED ADJOURNMENT

ANNOUNCEMENTS - BOARD OF SELECTMEN MEETING - October 23, 2018 John Clemenzi

1. Pumpkin Fest 2018 hosted by HW Recreation Dept., October 27th, 12:30pm to 5:30pm Pumpkin Fest returns to Hamilton on Saturday, October 27th from 12:30 – 5:30pm. With pumpkin carving, face painting, arts & crafts, games, a bouncy house, a children's costume parade & dance party there will no shortage of family fun. The afternoon fun wraps up with Pumpkins in the Park when all carved pumpkins are illuminated and line the border of Patton Park's Weaver Pond while the sun sets.

All activities will be held at the Hamilton Public Safety Building and are sponsored by the Hamilton-Wenham Recreation Department, Hamilton Fire & Police Departments, Early Childhood Partners, the Hamilton-Wenham Library, the Hamilton-Wenham Mother's Club, the Community House & TM Landscaping.

Rain Plan: Pumpkin carving is on, rain or shine. If heavy rain falls, the outdoor activities will be cancelled and the pumpkin lighting will be postponed to Monday, October 29th at 5pm.

2. Hydrant Flushing Begins October 29th

Monday, October 29, 2018, the Wenham Water Department will begin flushing fire hydrants. Flushing will continue through November 9, 2018 and will be conducted between the hours of 8am and 2pm. The Town website will provide specific location updates as they are available.

Please be advised that you may experience a drop in water pressure as well as some discoloration of the water during this process. The discoloration of the water is only temporary and does not indicate a problem with the water. If your water does become discolored, turn on an outside faucet to clear the water line before doing any laundry or cleaning. The Water Department will continue to monitor the water quality during this period to ensure that the water remains safe to drink.

We apologize for any inconvenience this may cause, but flushing is an important part of our system maintenance. Please contact Erik Mansfield, Wenham Water Superintendent at (978)468-5520 ext.6 with any questions or concerns you may have.

ANNOUNCEMENTS – BOARD OF SELECTMEN MEETING – October 23, 2018 John Clemenzi

3. <u>Community Preservation Committee Public Hearing – November 1st at 7:00pm</u>
The Wenham Community Preservation Committee or CPC invites interested residents to attend their annual public hearing on November 1st at 7 pm. The hearing will be an opportunity to discuss preservation needs and possibilities in the upcoming year. The hearing will be held at Wenham Town Hall in the first floor conference room.

The CPC is also now accepting applications for CPA funding for the 2019 Annual Town Meeting. Applications are due to the Town Administrator's Office on Monday, January 7, 2019 at 4:00 pm. Application materials can be found online on the CPC page of the Town's website or hard copy in Town Hall. Questions regarding the public hearing or application process and deadline, can be directed to ibresnahan@wenhamma.gov or 978-468-5520 ext. 4, anytime during Town Hall hours.

4. Curbside Leaf Pick-up to Begin on November 13th

The Wenham Department of Public Works annual leaf collection will begin **November 13th** with one to two passes of loose leaf collection followed by a bagged leaf collection in December if needed. Please use caution when moving loose leaves to the curb for pick-up and refrain from blowing leaves into the road which can be hazardous to motorists.

The DPW will begin on the west side of Wenham moving east. They'll make every effort to pass through each street twice, but due to the uncertainty of the weather this time of year, it is not always possible. Check the town website: www.wenhamma.gov for the scheduled route and weekly status updates. Please contact the Wenham DPW with any questions at (978)468-5520 ext 6.

5. Wreaths Across America in Wenham Sponsorship Information

On Saturday, December 15th at 12:00pm, the Town of Wenham will lay wreaths on our Veterans' graves simultaneously with participants at Arlington National Cemetery and communities across the nation. You can help by sponsoring a wreath for \$15 each, volunteering, or inviting friends to help.

To learn more about Wreaths Across America including a link to online donations for wreaths in Wenham, visit the Town website: wenhamma.gov through December 3rd. Donations by check will be accepted during regular Town Hall Hours in the Treasurer/Collectors Office through November 26th and made payable to: Wreaths Across America TM. Contact Karen Tyler, Director of Veterans' Services at 978-356-3915, ktyler@eessexvets.com with any questions.

SCHEDULE OF EVENTS

Pumpkin Carving 12:30-3pm

Sponsored by the Recreation Department

Activities and Games

12:30-3pm

Sponsored by TM Landscaping

Children's Arts and Crafts 12:30-3pm

Sponsored by Early Childhood Partners/CFCE and the Hamilton Wenham Library

D.J. and Costume Dance Party 12:30-3pm

Sponsored by the Community House and Recreation Department

Bouncy House 12:30-3pm

Sponsored by the Recreation Department

Face Painting 12:30-3pm

Sponsored by the Early Childood Partners/CFCE and the Hamilton Wenham Library

Childrens Games 12:30-3pm

Sponsored by the Recreation Department

Children's Costume Parade 3:15 pm

Sponsored by the Hamilton-Wenham Mothers Club

Pumpkins in the Park 5pm

The pumpkins are lined up around Weaver Pond and illuminated in a beautiful display for all to see.

Saturday October 27

PUMPKIN FEST 2018

Activities Map

Saturday October 27



Disc Jockey







Bouncy House



Face Painting Arts & Craft Projects and activties





Children's Parade to go Downtown

THANK YOU!

Special Thank to the Hamilton Fire and Hamilton Police for use of he Public Safety Building.

BAY ROAD

BAY ROAD

Patton Park

Weaver Pond

X Pumpkins in the Park

Childrens

Costume Parade

Rain Plan

In the event of HEAVY rain the outdoor activities (including children's parade) will be cancelled. The pumpkin lighting will be postpone until Monday, October 29th at 5pm.

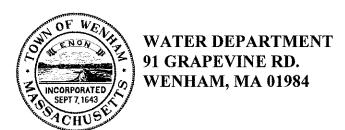
PUMPKIN CARVING IS RAIN OR SHINE

BAY ROAD

Community House

Seussical The Musical





Erik G. Mansfield Superintendent Telephone: (978) 468-5520 x6

Fax: (978) 468-1009

October 15, 2018

HYDRANT FLUSHING NOTICE

On Monday, October 29, 2018, the Wenham Water Department will begin flushing fire hydrants. Flushing will continue thru November 9, 2018 and will be conducted between the hours of 8am and 2pm. Please be advised that you may experience a drop in water pressure as well as some discoloration of the water during this process. The discoloration of the water is only temporary and does not indicate a problem with the water. If your water does become discolored, turn on an outside faucet to clear the water line before doing any laundry or cleaning. The Water Department will continue to monitor the water quality during this period to ensure that the water remains safe to drink. We apologize for any inconvenience this may cause, but flushing is an important part of our system maintenance. Please contact Erik Mansfield, Wenham Water Superintendent at (978)468-5520 ext.6 with any questions or concerns you may have.

Community Preservation Committee Public Hearing

November 1, 2018, 7pm Wenham Town Hall

The Wenham Community Preservation Committee or CPC invites interested residents to attend their annual public hearing on November 1st at 7 pm. The hearing will be an opportunity to discuss preservation needs and possibilities in the upcoming year. The hearing will be held at Wenham Town Hall in the first floor conference room.

The CPC is also now accepting applications for CPA funding for the 2019 Annual Town Meeting. Applications are due to the Town Administrator's Office on Monday, January 7, 2019 at 4:00 pm. Application materials can be found online on the CPC page of the Town's website or hard copy in Town Hall.

Questions regarding the public hearing or application process and deadline, can be directed to jbresnahan@wenhamma.gov or 978-468-5520 ext. 4, anytime during Town Hall hours.



DEPARTMENT OF PUBLIC WORKS PRESS RELEASE

The Wenham Department of Public Works annual leaf collection will begin **November 13, 2018** with one to two passes of loose leaf collection followed by a bagged leaf collection in December, if needed.

The DPW makes every effort to pass through each street twice, but due to the uncertainty of the weather this time of year, it is not always possible. Weekly status updates will be posted to the town website www.wenhamma.gov.

Please use caution when moving loose leaves to the curb for pick-up and refrain from blowing leaves in to the road which can be hazardous to motorists.

Loose leaf collection will occur in the following order:

- West side of town, Maple Street at the Danvers Town Line and continue down Maple picking up the side streets, i.e. Birch, Burley, Puritan, Mayflower etc.
- At Topsfield Road, the DPW will head easterly, picking up all side streets and then westerly to the Hilltop Road/Burnham Road area.
- The DPW will continue to Cedar Street, then Cherry Street and all side streets off Cherry to Route 1A.
- The department will then jump to the easterly side of town at Grapevine and the Beverly line. From there, the DPW will head westerly down Grapevine Road, picking up all side streets.
- The DPW will continue on to Dodges Row, Walnut Street and Larch Row to Route 1A, then Fairview, Patti, Fiske, Lake, and Great Pond roads.
- Lastly, the DPW will pick-up Main Street, Arbor Street, Perkins, Porter and all side streets.

<u>If needed</u>, a bagged leaf pick-up will be conducted in December. In the event that we receive a significant snowfall, a bagged leaf pick-up will be conducted in the spring. All leaves must be placed curbside in PAPER BAGS or open trash barrels by 7:00am. No plastic bags are allowed.

Please contact the Wenham DPW with any questions at 978-468-5520 Ext #6.



On Saturday, December 15th at 12:00pm, the Town of Wenham will lay wreaths on our Veterans' graves simultaneously with participants at Arlington National Cemetery and communities across the nation.

Please help us Remember, Honor, and Teach by sponsoring a wreath, volunteering, or inviting friends to help. (\$15 Wreath)

Check Donations Payable to: <u>Wreaths Across America TM</u> can be dropped off at the Wenham Town Hall Treasurer/Collectors office or make a donation through the following online link:

www.wreathsacrossamerica.org/mawcwm

Contribution deadlines:

Monday, November 26, 2018 (Checks)

Monday, December 3, 2018 (Online)

Additional information under Wenham News: www.wenhamma.gov



Printing donated by:

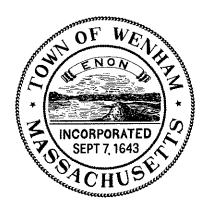


409 CABOT STREET BEVERLY, MA 01915 (978) 927-8757

October 23, 2018

REPORTS

- TOWN ADMINISTRATOR Update
- CHAIRMAN 375th Celebration Mural Recognition & 40 Hull Street Public Comment
- 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:

October 23, 2018

Flu Clinic

Last Wednesday, the Board of Health held their 2nd annual flu clinic as part of series of Flu Clinics sponsored and run by the Hamilton and Wenham Boards of Health. Turnout for the Wenham clinic was double that of last year, with 156 people being vaccinated (98 adults and 58 children) including residents and employees of Wenham, Hamilton, and HWRSD. This flu clinic also counted as an emergency preparedness drill for use of the Buker School as an emergency dispending site for medication. There will be a final clinic for the season at the Hamilton COA on Friday, November 30th from 3:00-6:00 pm. The Wenham Board of Health still also has some doses available for those 18 and younger by appointment.

Main Street Traffic Improvements

Central Transportation Planning Staff completed their analysis of potential traffic improvements to the Main Street corridor between Cherry and Arbor Street this summer. Their report examined a series of conceptual designs for each of these intersections based on the collective traffic patterns in our downtown corridor. Based on feedback from both MassDOT and the Town, the recommended project includes the installation of synchronized traffic signals at both Arbor Street / Friend Court and Cherry Street / The Maples.

Last week, we met with MassDOT officials in seeking to move forward with this project. Since Route 1A is a state road and we have limited Chapter 90 funding available, MassDOT is actively seeking several different funding opportunities that would limit or eliminate the need for any local match funding for both the design and construction of this project (currently estimated at \$3.5M in total). A key component of that process is demonstrating proactive community outreach to all of the key stakeholders to ensure we have solicited feedback and have strong public support, as doing so would likely expedite state funding availability. A meeting to outline the proposed project is expected to be held in the next several weeks, with details to follow on the Town website.

375th Anniversary Celebration Mural Recognition

In celebration of Wenham's 375th Anniversary, a mural was painted by Abby (10), Abigail (8), Alex (9), Jacob (15), Julian (6) Gabe (13), Nat (9), Nika (4), and Teagan (8) with the artistic assistance of Larissa Doronina and organizational skills of Karen Beckwith.

Inspiration for the mural came from the paintings of Contemporary Folk artist Valerie McCaffrey of Beverly. Prints of her *Wenham in All Seasons* oil painting, commissioned by the Wenham Museum in 2015, are available on their website, and all involved wish to thank the museum for introducing these children to her art!

The 375th Anniversary mural, including a graphic replica of our original Town Seal, was originally created for a float in Wenham's 375th Anniversary Parade on September 8, 2018. The mural is now presented to the Town of Wenham by the two families who created it for display during our anniversary year.



Public Comment Period for Habitat for Humanity North Shore's 40 Hull Street Affordable Housing Project

In late September, Habitat for Humanity North Shore submitted a Chapter 40B Comprehensive Permit Application to the Department of Housing and Community Development (DHCD) for a 2 unit project at 40 Hull Street. Earlier this summer, the Affordable Housing Trust and Board of Selectmen approved use of \$230,000 in available funds from the Affordable Housing Trust in support of this "friendly 40B" project.

DHCD has a 30-day formal review and public comment period prior to issuing a determination of project eligibility. Please submit your comments to the Town Administrator's Office by Monday October 22, 2018 so that they can be aggregated and sent to DHCD. Once DHCD makes their determination, the project would then have to go through the standard review process by Wenham's land use boards, who would then hold their own public hearings.

DHCD Permit Application - 40 Hull Street
DHCD 30 Day Letter - 40 Hull Street

October 23, 2018

CONSENT AGENDA

Draft Motion:

I move to approve item A in the Consent Agenda as presented, with all Executive Session meeting minutes from September 25 to be held until further notice.

October 23, 2018

CONSENT AGENDA A. Meeting Minutes

Executive Session:

September 25, 2018 (1)

September 25, 2018 (2)

September 25, 2018 (3)

October 23, 2018

NEW BUSINESS B.

Presentation on Status of Fire-based EMS Pilot Program

Chief Kavanagh (20 minutes)

➤ Wenham Fire Department Ambulance Report from Chief Stephen B. Kavanagh, October 17, 2018

Wenham Fire Department Ambulance Report

October 17, 2018

Honorable Board of Selectmen Town of Wenham Wenham Town Hall 138 Main St. Wenham, MA 01984

To the Board of Selectmen,

Since the start of the Wenham Fire Department Ambulance on March 26, 2018 up until September 30, 2018 the ambulance has responded to 218 calls. The numbers below will reflect how many calls for each particular group and how they were transported.

Patient Refusals = 85

Lift Assist = 4

Well Being Check = 5

BLS Transport = 109

ALS Intercept = 21

Alternate Transport = 10

We had 218 calls that resulted in patient contact of 234 times. This number comes from multiple refusals at a single incident. The projected number of ALS calls was 15% and we are currently at 10%.

Staffing:

The average number of personnel responding to each medical call including motor vehicle accidents and carbon monoxide incidents is 7. Over the past several years the average number of personnel per call was 9 and has dropped due to a decrease in E.M.T.'s. There were 22 E.M.T.'s and now down to 17.

Response time:

The average time for the ambulance to arrive on scene is 6 minutes and 30 seconds. The monthly high response time is 6 minutes and 56 seconds and the monthly low response is 6 minutes and 4 seconds.

Payor Mix:

The payor mix for the town of Wenham was projected at a 50/50 split and is currently at a 60/40 split between residents who will be covered by these private insurance providers and those who will be covered by Medicare/Medicaid. The reimbursement rates through these federal programs are much lower, about \$400 dollars for BLS transport.

Billed/Collected:

PRO - EMS the billing company for the Wenham Fire Ambulance has billed out from March 26, 2018 to September 30, 2018 an amount of \$ 174,352.50 and after contractual and manual allowances and also write offs our net is \$96,402. Checks from insurance carriers take about 3 – 6 months to be sent to our account and we are now receiving checks on a regular cycle. The town has received approximately \$ 34,524.21 in payments. At this time we have a collection rate of 28 % and this number will continue to climb as we add more billable insurance providers. The projected amount was \$150,000 and we are on target to reach \$180,000 for the pilot year. To build our insurance provider base it will take 16 to 18 months.

The start – up costs for the Town Ambulance were minimal due to the Fire Department Gift Account and Wenham Fire Company. These donations are from our very kind and generous residents. Some of the items are listed below.

Ambulance: Purchased through the gift account for \$7000.00. When purchased it met MA State Regulations for BLS Licensure.

- Stair Chair: Purchased through gift account for \$3600.00
- Stretcher: This was purchased through the Wenham Fire Company for \$1960.00
- Lucas Device: This was purchased through the Wenham Fire Company for \$16,000.00

Ongoing Costs:

A projected capital expense of \$75,000 to \$100,000 for ambulance replacement for FY 2021.

Note:

Atlantic ALS will be responding to emergencies through protocols already in place at the RECC and will cover any additional BLS calls when we are on another call or unable to respond.

Since the start of this pilot program I am very proud of the hard work put in by the members of this department. The firefighters have shown true dedication and professionalism not only to the department but to the residents.

Respectfully submitted,

Stephen B. Kavanagh Fire Chief



WENHAM FIRE DEPARTMENT 140 MAIN STREET WENHAM, MA 01984-1497 "HOME OF ENON No. 1"

Emergency 9-1-1 Fire Prevention Voice 978-468-5508 Fax 978-468-5509

Appendix "A"

| | Rates | | |
|--------------------------|-----------------|--|---|
| BLS Emergency | \$1000 | | |
| ALS Emer | 2,000.00 | | |
| ALS Non-Emer | 1,750.00 | | |
| Epi-pen | \$300.00 | | |
| C-spine | \$25000 | | |
| Mileage | \$35.00 | | |
| Oxygen | \$120.00 | | |
| Cardiac Monitor | Bundled | | |
| Airways | \$ 300.00 | | |
| IV Therapy | Bundled | | |
| Defibrillator | \$300.00 | | |
| Splint | \$50.00 | | |
| ALS - Treat No Transport | \$500.00 | | |
| Additional Attendant | \$300.00 | | - |
| Hazmat/ Detail/ Stand-By | Special Pricing | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

3/7/2018

PRO-IDEMS SOLUTIONS

Town of Wenham Ambulance Billing Accounting Reports

| | | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 |
|-------------------|--------------------------|------------|-------------|-------------|-------------|-------------|-------------|
| | Previous Balance Forward | \$0.00 | \$5,465.50 | \$30,274.50 | \$54,023.30 | \$50,253.53 | \$37,125.28 |
| | Charges in Period | \$5,465.50 | \$24,809.00 | \$26,617.00 | \$24,996.00 | \$26,488.50 | \$25,556.00 |
| 100 | Contractual Allow | \$0.00 | \$0.00 | \$0.00 | \$3,792.73 | \$13,811.11 | \$10,408.55 |
| Per | Manual Contractual | \$0.00 | \$0.00 | \$967.74 | \$8,569.33 | \$9,912.22 | \$2,589.77 |
| 2. | Payment | \$0.00 | \$0.00 | \$1,660.46 | \$6,409.88 | \$11,889.70 | \$9,173.05 |
| Credits in Period | Refund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| S | Write-Off | \$0.00 | \$0.00 | \$240.00 | \$1,186.81 | \$4,005.69 | \$2,004.81 |
| | Credits in Period | \$0.00 | \$0.00 | \$2,868.20 | \$19,958.75 | \$39,618.72 | \$24,176.18 |
| | Charge Adjustments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1.97 | \$0.00 |
| | Credit Adjustments | \$0.00 | \$0.00 | \$0.00 | \$8,807.02 | \$0.00 | -\$730.93 |
| | Misc Adjustments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | Totals | \$5,465.50 | \$30,274.50 | \$54,023.30 | \$50,253.53 | \$37,125.28 | \$39,236.03 |
| | | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 |
| | SENT DIRECTLY | \$0.00 | \$0.00 | \$1,660.46 | \$1,527.43 | \$3,007.32 | \$5,954.03 |
| | LOCKBOX | \$0.00 | \$0.00 | \$0.00 | \$4,882.45 | \$8,882.38 | \$3,219.02 |
| | CREDIT CARDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | Totals | \$0.00 | \$0.00 | \$1,660.46 | \$6,409.88 | \$11,889.70 | \$9,173.05 |

| | | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | |
|-------------------|--------------------------|-------------|--------|--------|--------|--------|--------|--------------|
| | Previous Balance Forward | \$39,236.03 | | | | | | YTD |
| | Charges in Period | \$40,420.50 | | | | | | \$174,352.50 |
| Credits in Period | Contractual Allow | \$16,342.60 | | | | | | \$44,354.99 |
| Per | Manual Contractual | \$3,354.98 | | | | | | \$25,394.04 |
| i | Payment | \$5,391.12 | | | | | | \$34,524.21 |
| dits | Refund | \$0.00 | | | | | | \$0.00 |
| ž | Write-Off | \$763.65 | | | | | | \$8,200.96 |
| | Credits in Period | \$25,852.35 | | | | | | \$112,474.20 |
| | Charge Adjustments | \$1,140.00 | | | | | | \$1,141.97 |
| | Credit Adjustments | \$400.41 | | | | | | \$8,476.50 |
| | Misc Adjustments | \$0.00 | | | | | | \$0.00 |
| | Totals | \$54,543.77 | | | | | | |

| | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | YTD |
|---------------|------------|----------|--------|--------|--------|--------|-------------|
| SENT DIRECTLY | \$4,226.79 | <u>-</u> | 1 |] | | | \$16,376.03 |
| LOCKBOX | \$1,164.33 | i i | Ī | | I | | \$18,148.18 |
| CREDIT CARDS | \$0.00 | |] | | | | \$0.00 |
| Totals | \$5,391.12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$34.524.21 |

October 23, 2018

DRAFT MOTION

Street Acceptance of Settlers Lane

➤ Vote: I move the Board of Selectmen refer the request for street acceptance of Settlers Lane to the Planning Board for their review and recommendation.

Seconded / Discussion/ Vote

October 23, 2018

NEW BUSINESS

Discussion on Options for Disposition of Old Council on Aging Van

(10 minutes)

- ➤ Memo regarding Options for Disposition of Old Council on Aging Van from Peter Lombardi, Town Administrator, October 18, 2018
- ➤ COA Van Gift Fund Revenue & Expenditures FY15-18
- ➤ Letter regarding Request for Donation of COA Van from Carlene White, President, Service Dog Project, Inc.
- ➤ The Chapter 30B Manual Procuring Supplies, Services and Real Property, Chapter 7: Disposal of Surplus Supplies, Commonwealth of the Inspector General, Glenn A. Cunha, Inspector General, November 2016



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:

Options for Disposition of Old Council on Aging Van

DATE:

October 18, 2018

As you may recall, last year, the Town was awarded a \$48k grant from the state to purchase a new 8 passenger COA van. The Town took possession of the new van from MassDOT earlier this summer. Although Town Meeting approved a \$12k appropriation from Free Cash to cover the balance of the cost this acquisition, we ended up drawing from the COA van gift account to meet our 20% local match requirement based on last year's fund balance of \$20+k. This account takes in annual revenues of between \$4-5k from donations from residents who use the van (suggested at \$3/ride) and starting last year covers annual fuel costs for the van (~\$3k/year) – see attached detail sheet.

The Town now has to dispose of the old vehicle. It is a 2009 Ford E350 8 passenger van with 129,000 miles. When we purchased this vehicle, the Town donated the previous van to the Service Dog Project out of Ipswich. According to their enclosed correspondence, they are interested in the Town donating the 2009 van to them.

Per Chapter 7 of the 30B Manual from the Inspector General's Office, the Town can opt to donate old vehicles to 501c3 organizations at less than market value if it so chooses. Alternatively, we can post the vehicle on Municibid, an online clearinghouse for the disposition of municipal property. For comparison purposes, a few weeks ago, we posted the 1984 Fire Department pick-up on this site and sold it for \$5k. Based on the overall age and condition of the old COA van, we could certainly expect a larger return for this vehicle. Proceeds from the sale of the vehicle could either go to the General Fund or be directed to the COA van gift account.

| COA REVENUE | FY15 | | FY16 | | FY17 | | FY18 | |
|-------------------|-----------------|----|-----------|----|-----------|----|-----------|--|
| COA VAN GIFT FUND | \$ 15,558.66 | \$ | 20,569.66 | \$ | 23,559.19 | \$ | 13,154.13 | |
| Revenues | \$ 3,875.50 | \$ | 5,011.00 | \$ | 4,114.45 | \$ | 5,425.00 | |
| Expense | \$ 187.20 | \$ | - | \$ | 1,124.92 | \$ | 15,830.06 | |



37 Boxford Road Ipswich, MA 01938 978-356-0666 www.servicedogproject.org www.explore.org

Hi Wenham,

Our last van was a huge help with carrying not only wheelchairs and bunches of dogs, toward the end of it we found a British pram and started carrying pups to assisted living facilities. I believe that van went to Kars for Kids.

We have an even more ambitious project for the van now. We have started up our 'Road Show' where elderly me, who doesn't have a lot to do but has some nicely trained dogs, goes to assisted living places anywhere within a 45-minute drive of Hood Pond.

Mara and Judy, both volunteers at SDP, are responsible for booking our Road Show making sure the dogs are groomed and equipment is stored in my car. They usually book up to three a week.

Piece of cake...

Except the British pram only fits in sideways and my chair takes up a log of room too.

Booking our Road Show is simply done off our website. Just email us and you should hear back promptly or call us to set up a visit.

The schedule is for us to arrive 20 minutes early and set up the videos, talk a little, run the video and then answer questions for about 30 minutes while the dogs go around to anyone who wants to pat them. This is accomplished by giving the person a fry pan and dropping a cookie in the pan – simple! So the entire visit is about an hour and I am away from SDP not longer than three hours.

It has been exceedingly popular. I am sure the addition of your van will enable us to include more puppies. The seniors love that!

Sincerely,

Carlene White President

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201

Date: MAR 18 2003

SERVICE DOG PROJECT INC 37 BOXFORD RD IPSWICH, MA 01938-0000 Employer Identification Number: 26-0058467

DLN:

17053040794038 Contact Person: GERALD MINK

ID# 31228

Contact Telephone Number: (877) 829-5500 Public Charity Status: 170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated July 16, 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Robert Choi Director, Exempt Organizations Rulings and Agreements



Form ST-2 **Certificate of Exemption**

Massachusetts Department of Revenue

Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 6(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certification of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.

SERVICE DOG PROJECT INC 37 BOXFORD ROAD **IPSWICH MA 01938**

EXEMPTION NUMBER 260 058 467 **ISSUE DATE** 12/03/14

CERTIFICATE EXPIRES ON

12/03/24

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE

The Chapter 30B Manual: Procuring Supplies, Services and Real Property

- Legal Requirements
- Recommended Practices
- Sources of Assistance



Commonwealth of Massachusetts
Office of the Inspector General

Glenn A. Cunha Inspector General

November 2016

possession of the supply or supplies on the spot, you should record the transaction, and the purchaser should sign a written acknowledgement of receipt of the supply or supplies. If the items are to be picked up and paid for later, you should execute a written sales agreement with the successful bidder as soon as you accept the bid. The agreement should include the description of the supply or supplies sold, the price and all other conditions of the sale.

Trade-Ins

Surplus supplies can be traded in as part of a Chapter 30B bid or proposal process. However, Chapter 30B does not permit trade-ins as part of a written quote process unless the value of the supplies is less than \$10,000 and your local jurisdiction's written procedures (discussed earlier in this chapter) specify that trade-ins are permissible. Your solicitation should clearly describe the items to be traded in as part of the procurement. Keep in mind that you may get a better price for surplus supplies from someone other than the offerors responding to your solicitation. It will often be more cost-effective to separate the transactions by selling the surplus supplies through a bid or an auction before or after you have purchased the new supplies.

Charitable Donations

Some local jurisdictions may consider donating surplus supplies to charitable organizations at less than fair market value under Section 15(g) of Chapter 30B. Section 15(g) of Chapter 30B allows local jurisdictions to dispose of tangible supplies that are no longer useful, but have a resale or salvage value, to a charitable organization that received a tax exemption from the United States by reason of its charitable nature. In considering whether to donate to any 501(c)(3) non-profit pursuant to Section 15 of Chapter 30B, this Office recommends that you contact your legal counsel to ensure that your donation does not violate the Anti-Aid Amendment to the Massachusetts Constitution⁹⁸ or any other applicable law. Also, you must verify the charitable status of an organization with your legal counsel, the Internal Revenue

⁹⁷ M.G.L. c. 30B, § 17(a), provides that all Chapter 30B contracts in the amount of \$10,000 or more must be in writing.

⁹⁸ Art.18, §§ 46 & 103.

Service or the Public Charities Division of the Massachusetts Office of the Attorney General.

October 23, 2018

NEW BUSINESS D.

Referral of Request for Street Acceptance of Settlers Lane to Planning Board for Review and Recommendation

(10 minutes)

- ➤ Draft Motion
- ➤ Memo from Margaret Hoffman
- ➤ Email regarding Settlers Lane to Bill Tyack, DPW Director from Peter Lombardi, Town Administrator, October 19, 2018
- ➤ Email regarding Street Acceptance Procedure Settlers Lane from Margaret Hoffman, Planning Coordinator, October 16, 2018
- ➤ Letter regarding Settlers Lane/Street Acceptance from Peter C. Gourdeau, 75 Arbor Street Development LLC, July 15, 2018
- ➤ As Built Plan & Profile for Settlers Lane, December 18, 2017
- ➤ Letter regarding Settlers Lane/Street Acceptance from Peter C. Gourdeau, 75 Arbor Street Development LLC, July 15, 2018
- ➤ Settlers Lane Quit Claim Deed Draft
- ➤ Email regarding Settlers Lane from Bill Tyack, DPW Director, February 20, 2018
- ➤ Email regarding Settlers Lane from Thomas Perkins, Chief, WPD, February 20, 2018
- Email regarding Settlers Lane from Jackie Bresnahan, Permitting Coordinator & Special Projects Manager, February 20, 2018
- ➤ Email regarding Settlers Lane from Greg Bernhard, Health Agent, February 20, 2018

October 23, 2018

DRAFT MOTION

Street Acceptance of Settlers Lane

➤ Vote: I move the Board of Selectmen refer the request for street acceptance of Settlers Lane to the Planning Board for their review and recommendation.

Seconded / Discussion/ Vote



Town of Wenham

Town Hall 138 Main Street Wenham, Massachusetts 01984

PLANNING BOARD

October 23, 2018

Wenham Board of Selectmen 138 Main Street Wenham, MA 01984

Dear Honorable Board members,

The Wenham Planning Board has been presented with a request for acceptance of Settlers Lane by Mr. Peter Gourdeau, 75 Arbor Street Development LLC.

The 75 Arbor Street Definitive Residential Open Space Community Special Permit was first approved by the Planning Board on March 12, 2009 for a nine (9) lot cluster style development under Section XVIII of the Town's then Zoning Bylaw. Subsequent to that approval the Applicant came before the Board to amend that approval to allow for a standard six (6) lot Definitive Subdivision under the Towns Rules and Regulations Governing the Subdivision of Land. The Board reviewed and approved the application for a Definitive Subdivision on October 8, 2009.

The project infrastructure has been completed according to the plan. All six lots have been sold and all but one has a single family home constructed and occupied. The final lot has obtained a building permit and construction on that home has begun.

Mr. Gourdeau had requested that they be allowed to apply the finish coat of pavement prior to the final lot being conveyed last year. Because this lot was the first lot on Settlers Lane at the corner of Arbor Street, the Town's DPW Director had no objections to the road being completed. Typically a developer will wait until all lots have been built before putting this final coat on to prevent damage of the road during the construction of homes, but in this case the amount of road that would be impacted would be minimal.

The various Town Departments have been contacted and no objections have been received. The DPW Director has requested that the stormceptor be vacuumed and inspected prior to acceptance. I have contacted Mr. Gourdeau to let him know that this will be a requirement.

The Planning Board met on Thursday October 11 and reviewed the Plan. The Board has no objections to Settlers Lane being put on the warrant for acceptance at the Town Meeting in 2019. Once your Board decides whether to consider it for acceptance on the warrant, the Planning Board will once again review and confirm that all requirements have been met and submit a recommendation to Town Meeting.

Please let me know if you have any questions or need any further information.

Sincerely,

Margaret R. Hoffman, AICP

Margart & Hffmm

Planning Coordinator

Nicole Roebuck

From:

Peter Lombardi

Sent:

Friday, October 19, 2018 1:53 PM

To:

Bill Tyack

Cc:

Margaret Hoffman; Nicole Roebuck

Subject:

Re: Settlers Lane

Bill,

I completely agree, and will let the BOS and Planning Board know that this condition needs to be met before we move forward on recommending this street acceptance to Town Meeting. How frequently would the stormceptors need to be cleaned and do we have any other catch basins that require a vacuum truck?

Peter

Sent from my iPhone

On Oct 19, 2018, at 10:57 AM, Bill Tyack < BTyack@wenhamma.gov> wrote:

Peter,

I have a request for the developer of Settlers Lane before the town accepts it. I spoke to Peter Gourdeau about cleaning and inspecting the stormcepters before we own them as one may be damaged and he was going to be taking care of it but now Berry Construction owns it. Also these cannot be cleaned with clamshell catch basin trucks, they need to be done with a vacuum truck which is much more expensive. Please let me know if this can be done as one of the conditions before we accept the road. Thanks, Bill

Nicole Roebuck

From: Margaret Hoffman

Sent: Tuesday, October 16, 2018 6:37 PM

To: Peter Lombardi
Cc: Nicole Roebuck

Subject: RE: Street Acceptance Procedure - Settlers Lane

Attachments: Settlers Lane request for acceptance Feb 2018.pdf; Settlers lane Acceptance Request

Letter 15Jul18.pdf; Settlers Lane Quitclaim Deed to Town 2018 unsigned.pdf; Bill Tyack DPW Comments on Setllers Lane acceptance.pdf; Greg Bernard BoH Comments on Setllers Lane acceptance.pdf; JBresnahan BuildingComments on Setllers Lane acceptance.pdf; Tom Perkins Police Comments on Setllers Lane acceptance.pdf;

ABsettlers(171219).pdf

Here is the application letter and the comments from Town Staff. I have the large mylar plan in my office. Copy is attached. (ABsettlers(171219).pdf)

From: Peter Lombardi

Sent: Tuesday, October 16, 2018 6:05 PM

To: Margaret Hoffman **Cc:** Nicole Roebuck

Subject: RE: Street Acceptance Procedure - Settlers Lane

Let's put it on next week's BOS agenda – open session is relatively light so far. Can you send us all of the back-up for the packet?

Peter Lombardi Town Administrator

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

From: Margaret Hoffman

Sent: Tuesday, October 16, 2018 4:54 PM

To: Peter Lombardi

Subject: FW: Street Acceptance Procedure - Settlers Lane

Hi Peter,

The Planning Board looked at the street acceptance request for Settler's Lane and they are comfortable with forwarding it for acceptance. But from what Amy had said last year, I think we need an official request from the BoS for recommendations from the Planning Board, then the BoS needs to have a public hearing on it. I can draft a letter from the Planning Board, but do you think we need an official request from the BoS first? Let me know how you want to proceed. Thanks

From: Amy E. Kwesell [mailto:AKwesell@k-plaw.com]

Sent: Tuesday, February 20, 2018 2:27 PM **To:** Margaret Hoffman; Peter Lombardi

Cc: Lauren F. Goldberg; Mark R. Reich **Subject:** Street Acceptance Procedure

Margaret:

As we discussed, below are the steps required for street acceptances.

Thanks,

Amy

Procedure for the laying out of public ways:

- 1) The Board of Selectmen or Road Commissioners refer (by their vote) the proposed layout (the layout plan and description) to the Planning Board for its report.
- 2) Once the Planning Board has reported to the BOS/Road Commissioners, or 45 days have elapsed since the referral without a report, the BOS/Road Commissioners must notify all abutters to the road by sending a letter at least 7 days prior to the BOS/Road Commissioner's layout meeting/public hearing.
- 3) BOS/Road Commissioners meet and vote to order that the way be laid out as shown on a plan or legal description.
- 4) Following the BOS/Road Commissioners vote, a copy of their vote and the layout plan and description must be placed on file with the Town Clerk. This must be done at least 7 days before a Town Meeting vote to accept the layout.
- 5) Town Meeting must then vote to accept the layout as ordered by the BOS/Road Commissioners.
- 6) Following a Town Meeting vote to accept the layout, the Town has 120 days in which to acquire property rights within the layout sufficient to use the layout for public way purposes. If this is not done the layout will not be effective.

Amy E. Kwesell, Esq. KP | LAW 101 Arch Street, 12th Floor Boston, MA 02110 O: (617) 654 1811 F: (617) 654 1735

C: (857) 378 9218 akwesell@k-plaw.com

www.k-plaw.com

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75 ARBOR STREET DEVELOPMENT LLC

February 13, 2018

Margaret R. Hoffman, AICP Planning Coordinator Town of Wenham 138 Main Street Wenham, MA 01984

Re: Settlers Lane/Street Acceptance

Dear Ms. Hoffman,

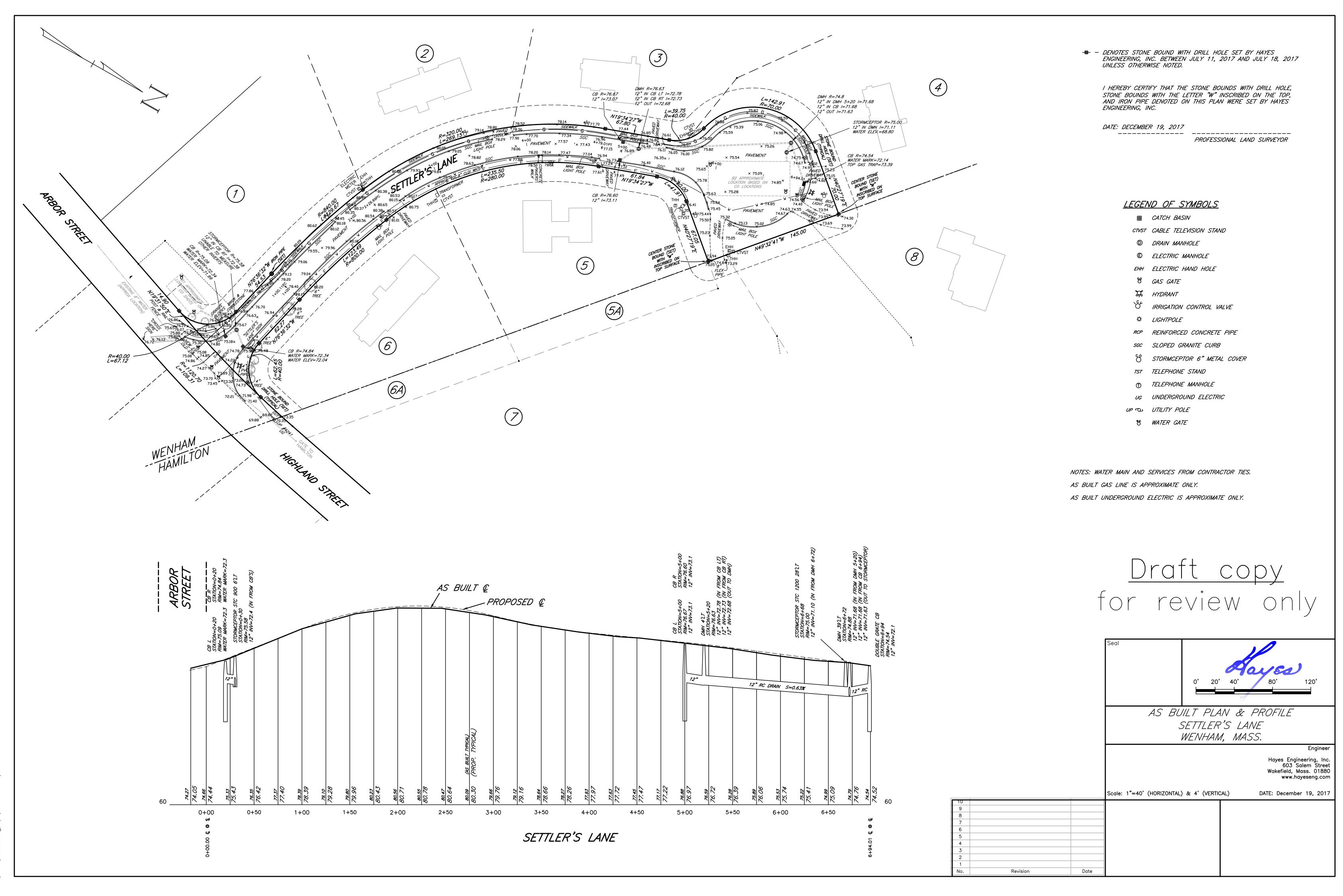
On behalf of 75 Arbor Street Development, LLC, I hereby request the Town of Wenham to take such actions as necessary to accept Settlers Lane as a public way in Wenham. Enclosed herewith, please find (i) the "as-built" plan, and (ii) the draft deed to the Town of the street, utilities and easements contained on the plan.

Thank you for your assistance in this matter.

Sincerely,

Peter C. Gourdeau

Enc. Cc: File



N:\WEN24\ABsettlers.dwg, 12/19/2017 1:21:23

75 ARBOR STREET DEVELOPMENT LLC

July 15, 2018

Margaret R. Hoffman, AICP Planning Coordinator Town of Wenham 138 Main Street Wenham, MA 01984

Re: Settlers Lane/Street Acceptance

Dear Ms. Hoffman,

On behalf of 75 Arbor Street Development, LLC, I hereby request the Town of Wenham to take such actions as necessary to accept Settlers Lane as a public way in Wenham. Enclosed herewith, please find the draft deed to the Town of the street, utilities and easements contained on the plan. Please note that the original mylar plan has been delivered to you previously under separate cover.

Thank you for your assistance in this matter.

Sincerely,

Peter C. Gourdeau

Enc.

Cc: File

OUITCLAIM DEED

75 Arbor Street Development LLC, a Massachusetts limited liability company with a principal place of business at 203 Willow Street, South Hamilton, Massachusetts, 01982 (the "Grantor"),

for consideration paid and in full consideration in the amount of Ten Dollars and 00/100 (\$10.00),

grants to **THE TOWN OF WENHAM**, a body politic and corporate and a political subdivision of the Commonwealth of Massachusetts, with an address of Town Hall, 138 Main Street, Wenham, Massachusetts 01984 (the "Grantee"),

WITH QUITCLAIM COVENANTS,

the fee interest in the roadway and land shown as "Settler's Lane" on a series of plans consisting of five sheets, entitled "Definitive Plans/Settler's Lane/Wenham, Mass." drawn by Hayes Engineering, Inc., dated June 1, 2007, as last revised October 8, 2009, as endorsed by the Planning Board of the Town of Wenham and recorded with the Essex County South District Registry of Deeds (the "Registry") on April 28, 2010, in Plan Book 423, Plan 84, including the Grantor's right, title and interest in any improvements, utilities or drainage facilities therein.

The property described above is conveyed subject to (i) the rights of property owners abutting Settler's Lane and their invitees to use Settler's Lane as shown on the Plan referenced above for all purposes for which streets and ways may be used in the Town of Wenham in common with others entitled thereto; (ii) an instrument entitled "Notice Regarding Installed Stormwater Recharge Basins" dated April 29, 2011, recorded in the Registry in Book 30428, Page 374; (iii) the temporary slope easement reserved over a portion of Lot 4 by an instrument entitled "Grant and Reservation of Easements," dated May 25, 2011, recorded in the Registry in Book 30428, Page 376, to the extent in force and applicable; (iv) an easement dated June 26, 2010 granted to Verizon New England, Inc. recorded in the Registry in Book 29653, Page 357; (v) an easement dated June 22, 2010 granted to Massachusetts Electric Company recorded in the Registry in Book 29693, Page 276; (vi) the terms of an instrument entitled "Covenant" dated April 28, 2010, recorded in the Registry in Book 29424, Page 519, as affected by a Release granted by the Planning Board of the Town of Wenham dated May12, 2011, recorded in the Registry in Book 30428, Page 380; (vii) an instrument entitled "Town of Wenham Planning

Board Modified and Restated Certificate of Approval of Definitive Plan" dated October 8, 2009, recorded in the Registry in Book 29424, Page 484, as affected by said Release granted by the Planning Board of the Town of Wenham dated May 12, 2011, recorded in the Registry in Book 30428, Page 380, and (viii) an instrument entitled "Town of Wenham Planning Board Certificate of Grant of Special Permit for Grading and Redistribution of Earth, Wenham Zoning By-Law, Section 10.1", dated October 8, 2009, recorded in the Registry in Book 29424, Page 512.

Property Address: Settlers' Lane, Wenham, Massachusetts 01984

For Grantor's title see deeds recorded in the Registry in Book 29424, Page 478 and Page 482.

The Grantor hereby certifies that it has not elected to be treated as a corporation for federal tax purposes for the current taxable year.

The Grantor hereby certifies that no member of the LLC has an ex-spouse or civil union partner who occupies or intends to occupy the land as a principal residence or is entitled to claim the benefit of an existing estate of homestead in the property by court order or otherwise.

| Executed under seal thisth day of | April, 2018. |
|---|---|
| 75 | Arbor Street Development LLC |
| Ву | Name: Peter C. Gourdeau Title: Manager |
| COMMONWEALTH | OF MASSACHUSETTS |
| Essex County, ss. | April, 2018 |
| Gourdeau, Manager, proved to me through satisfa driver's license or other state or federal govern (ii) an oath or affirmation of a credible witness (iii) my own personal knowledge of the identity | sed notary public, personally appeared Peter C. sfactory evidence of identification, which was (i) namental document bearing a photographic image, known to me who knows the above signatory, or of the signatory, to be the person whose name is ed it voluntarily for its stated purpose as Manager Notary Public |
| | My Commission Expires: |
| ACCEPTANCE The Town of Wenham, acting by and through it effective on recording in the Registry, as that te | 4 |
| Jack Wilhelm | Catherine Harrison |
| John Clemenzi | |

COMMONWEALTH OF MASSACHUSETTS

| Essex County, ss. | April, 2018 |
|---|--------------------------------------|
| Before me, the undersigned notary public, personally appeared, proved to me through satisfactory evidence of identification, which was (i) a driver's license or other state or federal governmental document bearing a photographic image, (ii) an oath or affirmation of a credible witness known to me who knows the above signatory, or (iii) my own personal knowledge of the identity of the signatory, to be the person whose name is signed above and he acknowledged that he/she signed it voluntarily for its stated purpose as Selectman of the Town of Wenham, Massachusetts. | |
| • | Notary Public My Commission Expires: |

From:

Bill Tyack

Sent:

Tuesday, February 20, 2018 1:56 PM

To:

Margaret Hoffman

Subject:

Re: Settler's lane

No issues with DPW. I would request that the drainage system be inspected and vaccumed before we accept it.

On Feb 20, 2018 1:49 PM, Margaret Hoffman < MHoffman@wenhamma.gov > wrote:

I have received a request from Peter Gourdeau to have Settler's Lane accepted at Town Meeting. Have any of you got any issues with this? I have the as built plan in my office. Planning Board is going to vote on it on March 5.

Thanks

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:

Tom Perkins

Sent:

Tuesday, February 20, 2018 2:08 PM

To:

Margaret Hoffman

Subject:

RE: Settler's lane

Hi Margaret,

No issues...thanks, Tom

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

978-468-5500 Extension 220

CONFIDENTIALITY:

The information contained files in this electronic mail message and any electronic files attached to it may be confidential information and may also be subject of legal professional privilege and or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender. This footnote also confirms that this email message has been checked for the presence of computer viruses.

From: Margaret Hoffman

Sent: Tuesday, February 20, 2018 1:59 PM

To: Bill Tyack; Erik Mansfield; Greg Bernard; Charlie Brett; Jacqueline Bresnahan; Stephen B. Kavanagh; Jeff Baxter; Tom

Perkins

Subject: FW: Settler's lane

Here is the as-built plan.

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: Tuesday, February 20, 2018 1:49 PM

To: Bill Tyack; Erik Mansfield; Greg Bernard; Charlie Brett; Jacqueline Bresnahan; Stephen B. Kavanagh

(SKavanagh4@wenhamma.gov); Jeff Baxter; Tom Perkins

Subject: Settler's lane

I have received a request from Peter Gourdeau to have Settler's Lane accepted at Town Meeting. Have any of you got any issues with this? I have the as built plan in my office. Planning Board is going to vote on it on March 5. Thanks

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:

Jacqueline Bresnahan

Sent:

Tuesday, February 20, 2018 1:53 PM

To: Subject: Margaret Hoffman

-

RE: Settler's lane

No issue per the Building Inspector.

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

From: Margaret Hoffman

Sent: Tuesday, February 20, 2018 1:49 PM

To: Bill Tyack; Erik Mansfield; Greg Bernard; Charlie Brett; Jacqueline Bresnahan; Stephen B. Kavanagh; Jeff Baxter; Tom

Perkins

Subject: Settler's lane

I have received a request from Peter Gourdeau to have Settler's Lane accepted at Town Meeting. Have any of you got any issues with this? I have the as built plan in my office. Planning Board is going to vote on it on March 5.

Thanks 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:

Greg Bernard

Sent:

Tuesday, February 20, 2018 5:17 PM

To:

Margaret Hoffman

Subject:

RE: Settler's lane

No issues.

Greg Bernard

From: Margaret Hoffman

Sent: Tuesday, February 20, 2018 1:59 PM

To: Bill Tyack; Erik Mansfield; Greg Bernard; Charlie Brett; Jacqueline Bresnahan; Stephen B. Kavanagh; Jeff Baxter; Tom

Perkins

Subject: FW: Settler's lane

Here is the as-built plan.

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: Tuesday, February 20, 2018 1:49 PM

To: Bill Tyack; Erik Mansfield; Greg Bernard; Charlie Brett; Jacqueline Bresnahan; Stephen B. Kavanagh

(SKavanagh4@wenhamma.gov); Jeff Baxter; Tom Perkins

Subject: Settler's lane

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Thanks 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

BOARD OF SELECTMEN MEETING

October 23, 2018

NEW BUSINESS

E.

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