

TOWN OF WENHAM  
Board of Selectmen  
Meeting of November 27, 2018  
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday November 27, 2018 at 6:30 pm in the Selectmen Chambers.

The Town of Wenham has a three-member Board of Selectmen elected for three-year terms with one seat up for election each year. Jack Wilhelm (2019) Catherine Harrison (2020); John Clemenzi (2021)

The Board of Selectmen serve as the chief executive body of the Town. The board's duties include in part appointing the Town Administrator and other board/committee members, developing goals and policies, preparing the town report, the annual budget, and presenting the warrant for Town Meeting.

The Board typically meets the first and third Tuesday of each month at 6:30 pm in Town Hall. The BOS meetings are posted on the Town calendar. All meetings are open to the public and may be viewed on local cable channels, [HWCAM.org](http://HWCAM.org) or [You Tube HWCAM](http://You Tube HWCAM).

### Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 6:34 pm

Selectmen present: Catherine Harrison, Chair; John Clemenzi, Vice Chair; Jack Wilhelm, Clerk

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

The agenda was taken out of order without objection.

\*Presentation of AARP Age and Dementia Friendly Community Designation

\*Presentation of results on Age and Dementia Friendly Community Needs Assessment

### Announcements

- Curbside Leaf Pick-up Update – The progress has been slowed with the early snow; only one round of pick up is anticipated
- Public Meeting re Proposed Main Street Traffic Improvements – November 29, 7:00pm
- Final Flu Clinic, Hamilton Senior Center, 299 Bay Road – November 30, 3:00 – 6:00pm
- 375th Anniversary Historic Mock Town Meeting First Church in Wenham – December 5 with reception to follow
- Board of Health Public Hearing re. Proposed Change in Local Tobacco Regulations December 13 7:00pm
- Request for Wreaths Across America Sponsorships for Wenham cemetery – December 15 wreath laying simultaneously with Arlington Cemetery. Donations may be made through the town's web site to wreaths across America

### Reports

#### Town Administrator

**Open Space and Recreation Plan** - The Town was notified last week that our new Open Space and Recreation Plan (FYs19-25) has been conditionally approved by the Executive Office of Energy and Environmental Affairs. While we have several comments to follow up on with the state, we are now eligible for a number of state grant programs. The Open Space and Recreation Committee has also begun work on the Year 1 priority goals outlined in the Plan, including implementation of the parcel ranking matrix, development of a Right of First Refusal policy for Chapter 61 properties, review of various funding opportunities and mechanisms, and several other key action items. A reminder that there are currently 3 vacancies on this 7-member committee.

**Habitat for Humanity Project 40 Hull Street** - On November 16, the Department of Housing and Community Development issued a letter of eligibility to Habitat for Humanity North Shore for their proposed 2-unit project at 40 Hull Street. Earlier this summer, the Board approved the use of \$230,000 in funds from the Affordable Housing Trust to be used for the acquisition of this property for this purpose. Habitat will now submit an application for a comprehensive permit with the Zoning Board of Appeals and hopes to break ground next construction season.

### Consent Agenda

- One Day Liquor License- 375<sup>th</sup> Anniversary Committee for the Historic Mock Town Meeting & Celebration, Wednesday December 5, 2018 630-930
- Gift & Donation Acceptance – 375<sup>th</sup> Anniversary Committee: \$1000

*Vote: Ms. Harrison moved to approve items A & B in the consent agenda as presented and it was unanimous to do so.*

## New Business

### Presentation of AARP Age and Dementia Friendly Community Designation

- Letter and certificate of Enrollment in AARP Network of Age-Friendly Communities from Nancy A. LeMond, Chief Advocacy and Engagement Officer, AARP, June 14, 2018
- Letter regarding Application for AARP Age Friendly Designation to Kara Cohen, Community Outreach and Volunteer Engagement Manager, AARP Massachusetts from Peter Lombardi, Town Administrator, June 11, 2018
- AARP Membership Application

Jim Reynolds COA Director; Antron Watson, AARP Massachusetts Age Friendly Director; Peggy Cahill, Age Friendly Consultant to Wenham COA

Mr. Reynolds summarized Wenham Connects as a pioneering initiative committed to building age friendly community. Wenham was recently accepted as an AARP age friendly Town; currently there are 35 communities in Massachusetts with this standing. Mr. Watson congratulated the Town for making the decision to address the eight domains of livability, work with the residents over next five years and work with residents. On behalf of AARP Chief Advocacy & Engagement Officer, Mr. Watson presented the Town with a certificate recognizing Wenham as an Age Friend Community.

### Presentation on Results of Age and Dementia Friendly Community Needs Assessment

- Wenham Connects Age and Dementia Friendly Needs Assessment PowerPoint Presentation, Caitlyn Coyle, PhD, Center for Social & Demographic Research on Aging, Gerontology Institute, University of Massachusetts Boston
- Wenham Connects: An age and dementia friendly needs assessment, UMass Boston Gerontology Institute, October 2018

Caitlin Coyle, UMass Boston Gerontology Institute, was present and spoke on the Community Needs Assessment and referenced a PowerPoint presentation.

The Community Needs Assessment was commissioned by the Council on Aging to provide an understanding and information to guide the Town in creating a community that supports aging in place and meets the needs of those residents over 65 years of age and those with dementia.

The presentation included Age and Dementia Friendly Framework of the eight domains: transportation; housing; social participation; outdoor space and buildings; respect and social inclusion; community support and health services; communication and information, civic participation and employment.

Ms. Cole gave an overview of the strategies used to gather information for the assessment which included a review of existing data, informational interviews of key positions of the Town and four focus groups including Town office representative, and representative of nonprofits and other organizations serving in Wenham, and meeting with Wenham residents.

Each of the eight domains were addressed in these groups with participants offering suggestions and priority areas being housing, community supports and health services, communication / information and social participation.

It was noted that the COA monthly newspaper, The Wenhamite, is one primary town specific information for residents over 60 years of age.

Ms. Harrison spoke on the benefit of integrating the assessment information the work of the Affordable Housing Master Plan and The Open Space and Recreation Plan.

With the lack of options for community senior housing and minimal walkability to such places as shops, doctors, etc., the focus is on the current practice of neighbor helping neighbor or co-living as a way to support one another.

Another primary concern raised by residents was that town finances rely solely on residential taxes resulting in a high and often unattainable tax rate.

The Needs Assessment is a part of a five-year action plan.

### Discussion on Concept of Shared Human Resource (HR) Function with Hamilton and Manchester

- Emails regarding HR Essential Functions from Joseph Domelowicz, Hamilton Town Manager, and Greg Federspiel, Manchester Town Administrator, November 20, 2018
- Outline of Functions and Structure of Agreement for Possible Shared HR from Joseph Domelowicz, November 2018
- Letter regarding Human Resource Audit from Carol Granfield, Senior Consultant, Municipal Resources, April 1, 2017
- Town of Wenham Human Resource Policy/Procedure Audit, Municipal Resources, Inc., April 2017
- Professional Services Agreement between the Town of Wenham and Municipal Resources, Inc. for Human Resources Audit, December 9, 2016
- Letter regarding Wenham application for MIIA's FY16 Risk Management Program from P. Lombardi September 6, 2016
- MIIA Risk Management Grant Application, September 6, 2016
- Letter regarding Wenham application for MIIA's FY16 Risk Management Program from P. Lombardi September 25, 2015
- MIIA Risk Management Grant Application, September 25, 2015

Mr. Lombardi summarized that a few years ago, one of the BOS goals was to enhance the HR position as a priority area to address. The Town submitted a grant application for an HR audit of policies, procedures & general administration and 2-years ago was awarded a grant of just under \$10,000; MRI was contracted to perform the audit and prepare a report of findings and recommendations.

There is some interest from Manchester and Hamilton to share an HR Position.

MAPC has staff that focus on regionalization projects and offered technical assistance through the process to keep it moving along. This is not a commonly shared position between towns.

Now that the Town has left the GIC Health Insurance, the health insurance renewal process would be included in this position's responsibilities as well as an update of the employee handbook, orientation, additional training for employees, personal file organization, updated classification plan for non-union employees, and full integration of best practices, etc.

The concept of this position would be a benefited position with dedicated time in each community. With three town's participating the salary of \$70-75,000 plus benefits would be estimated \$35,000 each community.

Mr. Lombardi requested feedback from the BOS on this preliminary concept.

The Selectmen were interested in better understanding of how the positions would be shared financially, benefits, and hours.

It was noted this position is not a service but internal support and the three towns named seem to have similar responsibilities for an HR position and would be equal. If instated, this would need to be a three-year commitment.

#### Approval of 2019 Tufts Medicare Retiree Employer Group Agreements

- Email regarding 2019 Retiree Renewal from Paula Giokas, Senior Sales Executive Retiree Products, Tufts Health Plan, October 23, 2018
- 2019 Group Retiree: Tufts Medicare Preferred PDP Plan Highlight Sheet
- 2019 Group Retiree: Tufts Medicare Preferred Supplement Plan Highlights
- Letter regarding Tufts Medicare Preferred Supplemental PDP Plan Renewal for January 1, 2019 from Mary Martkeiwicz, Manager, Client Services, Retiree Sales

Mr. Wilhelm read a summary on the agreement. The employees transitioned during the year. The retirees will not see an increase in their rates in the upcoming year.

*Vote: Mr. Wilhelm moved to approve the 2019 Tufts Medicare Retiree Employer Group Agreements as presented and it was unanimous to do so.*

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

**Next Meeting** – December 4, 2018

**Adjournment-** The Selectmen unanimously adjourned at 8:08 pm.

Respectfully Submitted By  
Catherine Tinsley  
12.28.18