

TOWN OF WENHAM  
Board of Selectmen  
Meeting of June 4, 2019  
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Tuesday June 4, 2019 at 5:45 pm in the Selectmen Chambers, first floor.

The Town of Wenham has a three-member Board of Selectmen elected for three-year terms with one seat up for election each year. Catherine Harrison (2020); John Clemenzi (2021); Jack Wilhelm (2022)

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 or You Tube HWCAM.

**Call to Order** - With a quorum present, Mr. Wilhelm called the meeting to order at 5:45 pm.  
Selectmen present: Jack Wilhelm, Chair; John Clemenzi, Vice Chair; Catherine Harrison, Clerk  
Also present: John Petrin, Interim Town Administrator; Catherine Tinsley, Recording Secretary

#### Public Information

The meeting was recorded by HWCAM with permission  
Meeting packet

#### Executive Session

- Fire Chief
- Executive Assistant to Town Administrator

*The Selectmen voted unanimously by roll call vote to enter into 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 to discussion the Contract with the Fire Chief and The Executive Assistant to the Town Administrator Conditional Work Issue, and to return to open session.*

The BOS returned to open session at 6:07 pm.

The Chairman called for a recess until 6:30 pm.

**Announcements** – Details are available on the Town's web site: wenhamma.gov

- Pingree Park Community Garden Opening Celebration – Hamilton-Wenham Garden Club & Town of Wenham June 8.
- Veterans Memorial Pool Opening – Saturday, June 8, 2019
- Community Block Party – Saturday June 22, 2019, 4:00 – 9:00pm
- Board & Committee Openings - Details are available on the Town's web site: wenhamma.gov

Audit Committee: 3 Openings - One Year Term – (1 BOS, 1 Finance & Advisory Committee Member, 1 Resident) Cemetery

Commission: 1 Opening - Three Year Term

Community Preservation Committee - 2 Openings (At-Large) - Three Year Terms

Conservation Commission: 3 Openings - Three Year Terms

Council on Aging Board: 2 Openings - Three Year Terms

Finance & Advisory Committee: 1 Opening – Three Year Term

Hamilton-Wenham Community Access & Media - 3 Openings - Three Year Terms

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

Hamilton-Wenham Joint Recreation Board: 1 Opening – Three Year Term

Iron Rail Commission: 3 Openings - Three Year Terms

Open Space and Recreation Committee - 7 Openings - One Year Terms

Veterans Committee: 3 Openings - Three Year Terms

Wenham Affordable Housing Trust: 3 Openings - Two Year Terms

Wenham Issues of Social Service (WISSH) - 5 Openings - Three Year Terms

Zoning Board of Appeals: 1 Three Year Term; 3 Associate Member Openings

- Town Administrator Search Committee Update - The BOS received 13 letters of interest for the Town Administrator Screening Committee and appointed seven of those people. Both Michael Lucy and Maribeth Ting were unable to attend the meetings as scheduled. The Screening Committee has three scheduled meetings: June 6 - organizational meeting; June 10 - review candidate resumes and decide on semi-finalists; and June 15 - semi-finalist interviews and recommend finalists. The BOS discussed leaving the Screening Committee at seven and appointing two of the other applicants or leaving the Committee at five. Originally the BOS voted to not exceed seven members.

It was the consensus of the BOS to contact the next two people on the list, Daniel Curran and Fredrick Woodland.

If either one is unable to attend the meetings, the other may be appointed as an alternate, otherwise the Committee would stand at five members.

*Vote: The BOS unanimously voted that Alex Begin call Daniel Curran & Fredrick Woodland Jr. no later than tomorrow, and be asked on their willingness to serve ad their available for the meetings and if one of those two candidates was not available, the other be appointed as an alternate.*

## Consent Agenda

*Vote: The BOS unanimously voted to approve all items in the Consent Agenda as presented.*

A. One Day Liquor License Request – K. Feldman, Wenham Museum, Chamber Meeting, June 19, 2019, 5:00pm – 7:00pm

B. Annual Block Party Road Closure Request: Puritan Road/Mayflower Street – August 3, 2019

C. Minutes – Open Session: May 13, 2019

## New Business

- Appointments

- o ADA Coordinator: James Reynolds

*Vote: The BOS unanimously voted to appoint Jim Reynolds as ADA Coordinator for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Assistant Inspector of Wires: Denis F. Curran, Jr.

*Vote: The BOS unanimously voted to appoint Denis F. Curran, Jr. as Assistant Inspector of Wires for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Fence Viewer: Brian M. Leathe

*Vote: The BOS unanimously voted to appoint Brian M. Leathe as Fence Viewer for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Finance Director / Treasurer/Collector: Patricia A. Moore

*Vote: The BOS unanimously voted to appoint Patricia A. Moore as Finance Director / Treasurer/Collector for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Fire Department: Call Captain Daniel C. Sullivan, Call Lieutenant Thomas D. Curran, Call Lieutenant

- o Gary P. Blaney, Call Lieutenant Christopher J. Jones, Call Lieutenant Michael T. Binns

*Vote: The BOS unanimously voted to appoint Call Captain Daniel C. Sullivan, Call Lieutenant Thomas D. Curran, Call Lieutenant Gary P. Blaney, Call Lieutenant Christopher J. Jones, Call Lieutenant Michael T. Binns to the Fire Department for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Inspector of Wires: Robert J. Brown

*Vote: The BOS unanimously voted to appoint Robert J. Brown as Inspector of Wires for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Local Inspectors: Richard Maloney, E. Peter Swindell

*Vote: The BOS unanimously voted to appoint Richard Maloney and E. Peter Swindell as Local Inspectors for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Provisional Call Firefighters: Ryan C. Leboef, Roberto J. Oyola, Chris G. Swiniuch (the Selectmen voted on this appointment at their last meeting but the middle initials of the firefighters were not included in the motion as required)

*Vote: The BOS unanimously voted to appoint Ryan C. Leboef, Roberto J. Oyola, and Chris G. Swinich as Provisional Call Firefighters for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Plumbing & Gas Inspector: Kevin Dash

*Vote: The BOS unanimously voted to appoint Kevin Dash as Plumbing and Gas Inspector for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Plumbing & Gas Inspector Assistant: David Pereen

*Vote: The BOS unanimously voted to appoint David Pereen as Plumbing and Gas Inspector Assistant for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Lumber, Surveyor of & Measurer of Wood & Bark: Gay W. Roland

*Vote: The BOS unanimously voted to appoint Gay W. Roland as Lumber, Surveyor of & Measurer of Wood & Bark for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Massachusetts Bay Transportation Authority Representative: Paul E. Mendonca

*Vote: The BOS unanimously voted to appoint Paul E. Mendonca as Massachusetts Bay Transportation Authority Representative for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Moth Work, Superintendent of: Winslow E. Mulry

*Vote: The BOS unanimously voted to appoint Winslow E. Mulry as Moth Work, Superintendent of for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Parking Clerk: Nicole J. Roebuck

*Vote: The BOS unanimously voted to appoint Nicole J. Roebuck as Parking Clerk for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Records Access Officer: Dianne K. Bucco

*Vote: The BOS unanimously voted to appoint Dianne K. Bucco as Records Access Officer for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- o Town Counsel: KP Law

*Vote: The BOS unanimously voted to appoint KP Law as Town Counsel for the Town of Wenham for a term beginning July 1, 2019 and ending June 30, 2020.*

- Review of Pleasant Pond Agreement Between the Towns of Hamilton & Wenham

- Pleasant Pond Agreement between the Towns of Hamilton and Wenham from April 7, 2016 through June 30, 2019

The Pleasant Pond Agreement between Wenham & Hamilton expires June 30, 2019. Ms. Harrison stated that she spoke with the Finance Director regarding the Agreement and if it was working as planned, specifically the apportionment. As per the Agreement, the budget is apportioned on a three-year rolling average but this was not memorialized in the Agreement. The Finance Director suggested that the Agreement needed to be “cleaned up”. The BOS discussed extending the Pleasant Pond Agreement to allow for changes, amendments and edits to be made. The BOS agreed this be discussed with the Town of Hamilton and a draft be prepared in the next 6 to 8 weeks. Mr. Petrin was asked to coordinate with the Finance Director regarding her suggested changes and follow up with the Hamilton Town Manager.

- Recommendations on FY19 Merit Pay for Non-Union Employees - *This item was not finalized and was deferred to the next agenda.*

- Review and Approve Contract Conditions – Fire Chief

The details of the contract were discussed in Executive Session.

*Vote: Mr. Wilhelm moved the Board of Selectmen approve the Fire Chief Contract Conditions as identified in the Offer to Extend the Contract dated June 3, 2019. The motion carried by majority vote with Ms. Harrison abstaining.*

- Review and Approve Vacation Adjustment

Mr. Petrin proposed to increase the Town Administrator’s Executive Assistant, Nicci Roebuck’s vacation from two weeks to three weeks annually. This was discussed in Executive Session.

*Vote: The Board of Selectmen unanimously approved the vacation adjustment for the Executive Assistant to the Town Administrator as presented by the Interim Town Administrator.*

- Review and Approve Vacation Carryovers

- Email from Margaret Hoffman, Planning Coordinator, May 30, 2019

The Selectmen acted on vacation carryover requests at their last meeting; one employee was missed during this process and the BOS was asked to review and vote on this request.

*Vote: The Board of Selectmen voted unanimously to approve the Town Employee Vacation Carryover Request as detailed in the attached email in the meeting packet, from FY19 into FY20, to be used by September 30, 2019.*

- Declaration of Surplus Vehicle – 1997 Freightliner Rescue Truck

- Letter from Chief Kavanagh dated March 20, 2019 regarding request to declare the vehicle as surplus

- Form: Operational Services Division, State Surplus Property Office for Declaration of Surplus State Personal Property

Fire Chief Kavanagh was present and asked to speak on this agenda item. Chief Kavanagh explained that the 1997 rescue truck had not been used since the ambulance service was initiated and the Fire Department has no use for this equipment. The value was estimated to be about \$15,000. The truck will go through the auction process.

*Vote: The Board of Selectmen unanimously voted to declare the 1997 Freightliner Rescue Truck as a surplus vehicle, per the recommendation of the Wenham Fire Chief.*

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

- Liquor License - The Town Administrator’s office received a late submission of an application from the First Church for a One Day Liquor on June 3, 2019. Mr. Petrin observed that the Selectmen did not have another meeting scheduled before June 3 and the BOS agreed to consider the application.

- Application June 3, 2019

- Paper work, fees paid for the First Church

- Company Gourmet Delights Catering - R. Hoffman

*Vote: The BOS unanimously voted to approve the Liquor License for Gourmet Delights Catering for the First Church’s event on June 8, 2019.*

Under discussion it was noted that this is the second request before the Board submitted late from the First Church. The Selectmen asked for the Church to be cautioned to submit applications on time.

- The BOS are scheduled to meet next on June 18.

**Adjournment-** *The BOS unanimously adjourned at 7:37 pm.*

Respectfully Submitted By

Catherine Tinsley

6.13.19