

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

Pursuant to the Open Meeting Law, M.G.L. Chapter 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 August 21, 2018 at 6 pm in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 6:02 pm
Selectmen present: Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (2021); Jack Wilhelm, Clerk (2019)
Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

- Recorded with permission by HWCAM
- Meeting packet

Executive Session – Library Director

Vote: Ms. Harrison moved to enter into Executive Session under M.G.L. Ch. 30A, § 21 (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel Library Director and to return to open session. The motion carried unanimously by roll call vote.

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

Public Input: Items not on the agenda

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

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

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

Reports

Town Administrator

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

New Business

Appointment – Joint with Water Commission: Diane Dixon

- Letter of Interest & Resume from Diane Dixon
- Letter of Recommendation from the Water Commission
- M.G.L. Chapter 41, Section 69A
- M.G.L. Chapter 41, Section 11

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

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

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

Update on Shared Inspectional Service Program and Finalist Interviews – Joint with Hamilton Board of Selectmen

Three members of the Hamilton Board of Selectmen were present and joined the meeting for this agenda item.

Mr. Maddern called the Hamilton BOS meeting to order at 6:51 pm.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Hamilton BOS unanimously adjourned at 7:37 pm and left the meeting.

Ms. Harrison called for a short recess.

Appointments

- Building Inspector: Brian Leathe

Vote: Mr. Wilhelm moved to appoint Brian M. Leathe as Building Inspector for a term expiring June 30, 2019, subject to a successful employment agreement with the Town of Wenham. The motion carried unanimously.

- Inspector of Wires: Robert J. Brown or Denis Curran

Before making a motion, Mr. Wilhelm opined that these were two outstanding candidates that are both highly regarded.

Vote: Mr. Wilhelm moved to appoint Robert J. Brown as Inspector of Wires for a term commencing August 22, 2018 expiring June 30, 2019.

APPROVED 09.11.18

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

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

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

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

- Plumbing/Gas Inspector: Kevin Dash

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

- Assistant Plumbing/Gas Inspector: David Pairen

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

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

Finance Director Finalist Interview: Patricia A. Moore

- Memo regarding Finance Director Update from P. Lombardi, August 17, 2018
- Finance Director Finalist: Patricia A. Moore
- Patricia A. Moore Cover Letter & Resume
- Finance Director Job Description & Finance Director Job Posting
- By-Laws of the Town of Wenham, Chapter IVL: Financial Affairs

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

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

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

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

Vote: Ms. Harrison moved to extend a conditional offer of employment to Patricia Moore as Finance Director / Treasurer Collector subject to successful contract negotiations and background investigation and subsequent approval of a transition plan for the Finance Office by the Board of Selectmen. Under discussion the BOS reiterated the importance for Ms. Moore to have transitional support. The motion carried unanimously.

Public Shade Tree Removal Update

- Memo regarding Public Shade Tree Removal Update from P. Lombardi, August 16, 2018
- FY19 Tree Removal – Proposed List
- Tree Inventory and Management Plan – 2018, Bartlett Tree Experts, February 2018
- M.G.L, Chapter 87, Section 1: Public Shade Trees; Definition
- M.G.L, Chapter 87, Section 2: Powers of Tree Wardens
- M.G.L, Chapter 87, Section 3: Cutting of Public Shade Trees; Public Hearing; Damages to Fee Owner
- M.G.L, Chapter 87, Section 4: Cutting Down or Removing Public Shade Trees; Approval of Selectmen or Mayor
- M.G.L, Chapter 87, Section 5: Cutting Down, Trimming or Removing Bushes and Small Trees
- M.G.L, Chapter 87, Section 7: Planting of Shade Trees
- M.G.L, Chapter 87, Section 8: Trees on State Highways
- M.G.L, Chapter 87, Section 14: Performance of Maintenance & Tree Removal Work by Utility; Submission & Approval of Vegetation Management & Hazard Tree Removal Plans; Submission of Utility Tree Maintenance Standards & Specifications
- M.G.L, Chapter 40, Section 15C: Scenic Road Designations; Improvements; Fines

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

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

1. Hazardous trees in a public way may be removed without process.
2. Hazardous trees on a scenic road must go through a public hearing process with the Planning Board/ Tree Warden; there is a public hearing on Thursday September 6, 2018.
3. Hazardous trees located on public property (not near public way) must go through a public hearing process with the Tree Warden; there is a public hearing on Thursday August 23 for the removal of the birch tree on Town Hall lawn and two trees in Pingree Park.

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

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

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

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

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

- Completed Application
- Certificate of Insurance for True North Brewing
- Tips Certification
- Request to Waive \$50 Fee from Trudy Reid
- Email recommendations – Jeff Baxter, Captain, WFD & Tom Perkins, Chief, WPD

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

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

- Proposed Location Agreement
- Certificate of Insurance naming Town of Wenham as additional insured from Golden Stick
- Email regarding Commercial Shoots from Louis Levesque, August 17, 2018

Vote: Mr. Wilhelm moved to approve the proposed Location Agreement between the Town of Wenham and Golden Stick for production of a commercial shoot at Cheeseman Field, Pingree Park, 211 Main Street, Thursday September 13, 2018. The motion carried unanimously.

Board of Health Medicare Application Approval

- Board of Health Medicare Application

Vote: Ms. Wilhelm moved to authorize Catherine Harrison Board of Selectmen Chair to execute proposed agreement with Medicare so that the Board of Health will be eligible to receive reimbursement for the purchase and administration of the flu vaccine. The motion carried unanimously.

Old Business

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

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

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

Minutes – June 19, 2018; Executive Session June 19, 2018

The minutes were held for review.

The Selectmen next regular meeting is September 11, 2018.

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

Respectfully Submitted by

Catherine Tinsley

9.3.18