

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

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

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 5:05 pm
Selectmen present: Catherine Harrison, Chair (2020); John Clemenzi, Vice Chair (2021); Jack Wilhelm, Clerk (2019)
Also present: Peter Lombardi, Town Administrator; Catherine Tinsley, Recording Secretary

Public Information

- Recorded with permission by HWCAM
- Meeting packet

Executive Session - Maple Woods

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

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

Executive Session - Finance Director / Treasurer/Collector

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

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

Public Input

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

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

Tree Warden (50 years)

Iron Rail property purchase

Boy Scouts 1929 Eagle Scout

Town Boards/Committees including the Iron Rail Commission

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

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

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

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

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

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

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

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

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

Reports

- Town Administrator

Personnel - With Karen Moulton leaving the Finance Office at the end of this month, we posted the Finance Assistant & Payroll Coordinator the last week of August and expect to interview candidates by the last week of September. The position is budgeted at 30 hours/week and has a pay range of \$21.01 to \$26.26/hour. The goal is to fill this position as soon as possible in October.

The Police Department posted two full-time Officer positions at the end of July and we plan to conduct interviews with the six internal candidates who applied in the last week of September. We expect to have recommendations to the Board to fill these vacancies by the beginning of October to make sure we facilitate as timely a transition as possible.

Street Tree Removals & Plantings -As discussed at our last meeting, the Tree Warden held public hearings on August 23 and September 6 regarding over 50 proposed tree removals across Town. With the exception of the birch tree on Town Hall lawn, all other removals are expected to be completed in the coming weeks. The Tree Warden has also provided a list of locations where he plans to work with the DPW to plant \$10k in new trees this fall and next spring, including several replacements for trees that are now scheduled for removal.

Paving Work - The DPW has scheduled paving overlay projects of Pleasant Street and Meridian Road as part of our annual road repair program. Grinding is set to take place on Friday September 21 and repaving would then occur the following week, weather permitting. Both roads were identified as top priorities to address by a Town-wide pavement inspection that was completed this past spring. Now that the timeline for this work has been finalized, residents of both roads will be mailed notices to this effect this week. We are using \$126k in Chapter 90 funds for this work, leaving a balance of \$76k for next year. We receive just over \$150k/year in funding from the state through this program.

The access road and parking lot behind the brick building at the Iron Rail property will also be paved the last week of September. A reminder that, earlier this year, Town Meeting approved issuance of up to \$245k in debt to fund paving and roof work at the Iron Rail. Debt payments for these projects will be made from the Iron Rail Rental Revolving Fund approved by Town Meeting last year.

Positive West Nile Virus Mosquito Tests - The Massachusetts Department of Public Health recently announced that West Nile Virus (WNV) has been detected in mosquitoes collected from a site at the Iron Rail property in Wenham. We have had 2 positive tests there over the past 2 weeks. With over 500 positive WNV results to date statewide, all of Massachusetts is now considered a moderate risk level. The Board of Health is meeting tomorrow morning with representatives from Northeast Mosquito Control and Wetlands Management District to determine next steps, potentially including increased outreach efforts to educate residents and/ or targeted spraying. The Hamilton-Wenham School District's Administration has been notified of these developments and is working with the Town as well.

Enon One Ceremony - Our historic hand pumper is now scheduled to be delivered on the weekend of September 22. To commemorate its return to Town after being housed by the American Hand Fire Society in Newbury since site work began on our new Police Station, a formal ribbon cutting ceremony is set to take place at its new home behind Town Hall on Saturday October 13 - more details to follow.

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

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

Consent Agenda

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

- A. One Day Liquor License: Wenham Museum Golf Tournament - Friday, September 21, 2018, 12:00pm – 8:00pm**
 - Completed Application with Check \$50
 - Certificate of Insurance & TIPS Certification
 - Email Recommendations: WFD, WPD, Permitting

- B. Acceptance of 375th Anniversary Donations**
 - Gift and Donation Acceptance Form

- C. Approval of Minutes**
 - Open Session: June 19, 2018; August 6, 2018; August 7, 2018; August 21, 2018
 - Executive Session: June 19, 2018; August 7, 2018-HOLD; August 21, 2018-HOLD

Appointments

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

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

- Treasurer/Collector – Monica Ford
 - Resume

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

FY18 Annual Investment Results Report

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

Mr. Wilhelm spoke to the 2018 Annual Review Report from Bartholomew & Company, the Town's outside investor/ advisor. He noted that the Town updated their investment policy & guidelines a year ago and reviewed the changes.

Mr. Wilhelm requested the policy be amended to allow the Town to invest money in large local community banks e.g. Institute for Savings and /or Salem Five. Any proposed change in policy would be on a future agenda for BOS approval.

Review of FY19-20 Goals from Annual Retreat

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

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

1. Annual Town Meeting – Refine ATM preparation and outreach to improve attendance, participation and outcomes
2. Work with MassDOT to design and install a traffic signal in downtown corridor on Main Street
3. Complete Longfellow Road and South Street repair projects and implement betterment program
4. Support & Monitor new Fire Chief's professional development and assess long term viability of his continued leadership role
5. Continue to improve resident engagement, including developing & distributing Town-wide survey and incorporating results into Town's outreach efforts as well as assessing need for proposing zoning bylaw changes that reflect community sign policy.

Finance Office Transition Plan

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

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

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

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

Old Business

Discussion of Potential Installation of Cell Tower at Iron Rail Property

- Memo re Potential Cell Tower Installation at the Iron Rail Property from P. Lombardi 6.27.18
- Preliminary Study of Wireless Coverage in the Town of Wenham, Blue Sky Tower Partners, LLC
 - Coverage Map
 - Airport Flight Zone Map
 - Map of Wireless Sites and Site List of Wireless Sites within 4 Miles of Center of Town
- Wenham Site Inventory Reports
- Wenham Search Ring Evaluation, Blue Sky Tower Partners, LLC 1.8.18
- The Zoning Bylaws of the Town of Wenham, Updated April 2, 2016, Section 12.4
- Town of Wenham Personal Wireless Overlay Parcels
- Iron Rail Potential Cell Tower Site Maps, CAI Technologies

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

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

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

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

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

Respectfully Submitted By
Catherine Tinsley
9.13.18