

TOWN OF WENHAM
Board of Selectmen Retreat
Meeting of August 6, 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 Monday August 6, 2018 at 10 am in the Selectmen Chambers.

Welcome & Call to Order

With a quorum present, Ms. Harrison called the BOS meeting to order at 10:04 am

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

The purpose of this meeting was to set and prioritize goals for Fiscal Year (FY) 2020

Mr. Lombardi observed most goals are not started/completed in one fiscal year and integrated in the budget.

Discuss Town goals for FY19-FY20 and take any necessary action to adopt mutually agreed upon goals

➤ BOS 2018 Annual Retreat Goals

- General Goals prioritized high to low & Ongoing (Administrative) Goals identified as important

Those goals which involve a board/committee who have the primary responsibility, was for the most part, ranked medium.

Additional goals added during the meeting:

1. Union Contracts negotiations begin fall 2018
 2. Disposition of Town properties
 3. Age In Place (5-year) Action Plan; The Town Administrator is minimally involved
 4. Municipal Vulnerability Preparedness Grant – support to update the hazard mitigation plan
- Complete comprehensive Town Bylaw recodification project and recommend changes for BOS/ ATM consideration

This is a two-part project consisting of the administrative component (edit, grammatical, formulate) and a list of potential changes with policy implications.

Former Town Counsel Paul Weaver initiated this project and remains a part of this process. BOS supported this be worked on before the budget process begins and that a draft be ready for review by November 1.

It was the consensus of the Selectmen that the Town Bylaw update be on the warrant for the 2019 Town Meeting.

Dianne Bucco, Town Clerk is the lead person for this project along other /town employees

Priority: High

- Assess results of Fire Based EMS pilot program and viability of adopting permanent service model changes

Wenham's ambulance service went live in March 2017 for a one-year trial period and to date was considered to be a positive service to residents. Mr. Lombardi observed if the ambulance service was continued past the one-year trial, the Town would need to purchase a new ambulance in FY20 or FY21. Mr. Lombardi is scheduled to meet with the Fire Chief to review the data. The BOS asked to see the quarterly reports.

Priority: High to obtain preliminary information for the purpose of making a decision.

- Work with Open Space & Recreation (OSR) Committee to implement priority year 1 & 2 recommendations of new OSR Action Plan and determine role, if any of the Economic Development Committee

Mr. Lombardi referenced the OSR Action Plan draft, noting the recent completion, and that there were action items in the Action Plan that the BOS needed to be involved in i.e. funding prioritizing, negotiating. The BOS is not the lead board.

Priority: Medium

- Work with Affordable Housing Trust (AHT) to implement priority year 1 & 2 recommendations of AH Action Plan

Ms. Harrison, who serves on the AHT, anticipated that the BOS would be asked to review town owned properties for the potential of development of affordable housing.

The Selectmen asked for a map of town owned land and the developability. This item would be moved to the ongoing goals. The BOS noted the importance of getting beyond the 10% affordable housing.

Priority: Medium

- Initiate and deliver the Town's first Master Plan to fully integrate strategic planning initiatives

All Plans i.e. COA Age in Place Plan, OSR Action Plan, AHT Action Plan, would all be under the Town's Master Plan. A consultant would be hired for this goal. The BOS agreed this was a FY21 Goal.

Mr. Wilhelm questioned if other communities on the North Shore have a Master Plan and if it was useful and warranted the cost/time.

Priority: Low for Fy 20

- Work with Hamilton officials to deliver an updated Joint Recreation Agreement

It was noted the Town of Hamilton was in the process of hiring a new Town Manager.

This would be a review of the current document with recommended changes.

Mr. Lombardi will refresh the Joint Agreement draft with a focus on capital planning, process, clarity on financial responsibility

Priority: Medium

- Evaluate Regional Dispatch service options, select preferred partner, and develop transition/ improvement plan

With State 911 anticipated to take over the Regional Dispatch, the Town has begun the evaluation process to determine the best solution for Wenham; this will transition over into FY21. MRI was recently hired to begin the process to evaluate potential shared dispatch with the Town of Danvers or Hamilton. The Town will either need a transition plan or a new intermunicipal agreement with State 911.

Priority: High

- Gauge interest in and feasibility of siting new cell tower at Iron rail Property

It was noted there are cellular service gaps on both sides of town, but because the west side of town must adhere to restrictions due to the close proximity to the Beverly Airport, there has been no viable options to place a cell tower. The Iron Rail property has been studied as a good location for a cell tower which would serve most of the east side of town. This would also potentially bring in revenue to the Town. The Iron Rail Commission is the lead on this study.

Priority: Medium

- Develop plan to address recreational Town/School tennis courts including potential coordination with other facilities

Mr. Lombardi cited the cost to repair or build new tennis courts and proposed the Town/school consider a trial period for shared courts.

Priority: Medium

Ongoing goals

It was noted that the items listed under Ongoing Goals tend to be more the Town Administrator's responsibility and the BOS setting a priority was not applicable, but rather the BOS and Town Administrator agree what was important.

The Selectmen briefly reviewed the ongoing goals as listed.

- Manage FY 20 annual operating budget process through to completion, with the goal of working with Hamilton Wenham Regional School District to deliver a balanced budget under the levy limit without reducing Town or School services.

Important.

The BOS reflected on last years' budget process with the school and lack of transparency; noting the potential of another override, the BOS may need to set policy direction. This will become more apparent with the budget process.

- Refine Annual Town Meeting preparation and outreach to improve attendance participation and outcomes

Important.

It was noted that there has not been a formal review of the 2018 Annual Town Meeting. It was agreed this item should be a stand-alone meeting with the key participants i.e. BOS, Moderator, Town Clerk, Finance Committee Chair.

Mr. Lombardi will coordinate schedules and propose meeting dates.

- Deliver Annual Town Report and Budget documents that meet the highest standards.

- Continue to update and implement 5-year Capital Improvement Program

- Continue to improve resident engagement, including distribution of town wide survey and incorporation of results into town's outreach efforts as well as assessing need for developing community sign policy
Ms. Harrison noted she intended to reconsider the format and schedule of her monthly Selectman Listening Hour.
- Remain engaged in Regional water resource planning efforts
- Work with Mass DOT to design and install traffic signal in downtown corridor on Main Street
Important - top of the list
- Work with HW Garden Club to complete new Community Garden at Pingree Park
- Complete Longfellow Road & South Street repair project and implement betterment program
Important – top of list
- Complete updated of Employee Handbook and implement select recommendation of Human Resources Audit
It was noted that the Employee Handbook is near completion.
- Work with consultant & Public Employee Committee to annually evaluate changes to employee health insurance program
Because the Town is officially out of the GIC (Group Insurance Commission) the town is now responsible for health insurance plan designs and negotiations. The (new) Finance Director will be directly involved with the Consultant. It was noted that the Town has a contribution rate at 75/25 and most communities are at 50/50. This would be reviewed as part of the new plan.
- Successfully manage transition of new shared Inspectional Service Program and refine as necessary – top of list
Important – top of the list
The BOS will meet jointly with Hamilton BOS to interview the recommended finalists for electrical inspector and building inspector.
- Support new Fire Chief professional development and assess long term viability of his continued leadership roll
Important - top of list
- Effect successful transition of new Finance Director including integration into the budget building process

Mr. Lombardi will revise and update the Goals list and distribute to the BOS upon completion.

Adjournment: The BOS unanimously adjourned at 12:10 pm

Respectfully Submitted By
Catherine Tinsley
8.7.18