



TOWN OF WENHAM  
Wenham Select Board  
Meeting of June 21, 2022  
Town Hall, 138 Main Street

---

Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Select Board members, a meeting of the Select Board (SB) was held on Tuesday June 21, 2022 at 6:30 pm via Zoom. *On February 12, 2022 Governor Baker extended the suspension of certain provisions related to public meetings including members of a public body may continue participating in meetings remotely through July 15, 2022.*

The Select Board serves as the chief executive body of the Town. The Select Board's duties include in part appointing the Town Administrator and other Select Board/committee members, developing goals & policies, preparing the town report, the annual budget, & presenting the warrant for Town Meeting. The Select Board typically meets the first & third Tuesday of each month at 6:30 pm in Town Hall. Select Board meetings are posted on the Town calendar. The Town has a three-member Select Board elected for three-year terms with one seat up for election each year. The Select Board has a representative on the Veterans Committee, Wenham Affordable Housing Trust, WISSH and ad hoc committees for the School Building Committee and the Master Plan Advisory Committee.

Select Board Members: Gary Cheeseman (2023); Dianne Bucco (2024); Peter Clay (2025)

**Call to Order** - *With a quorum present, Mr. Cheeseman called the meeting to order at 6:30 pm and identified the meeting was being recorded and those present:* G. Cheeseman, Chair; D. Bucco, Vice Chair; Peter Clay, Clerk  
Also present: Steve Poulos, Town Administrator; Catherine Tinsley, Recording Secretary

**Executive Session** – The Executive Session meeting was posted separately.

The Recording Secretary was not present for Executive Session.

The Executive Session Minutes were recorded by Michelle McGovern.

5:30 pm - Open Public Meeting.

Executive Sessions as follows:

a. Pursuant to G.L. c. 30A, §21(a)(7) to comply with, or act under the authority of the Open Meeting Law, G.L. c. 30A, §22, to review and consider disclosure of some or all of the minutes of executive sessions held by the Select Board on the following dates:

11/19/2019, (G.L. c. 30A, §21(a)(7))

12/02/2019, (G.L. c. 30A, §21(a)(1))

06/23/2020, (G.L. c. 30A, §21(a)(7))

10/13/2020, (G.L. c. 30A, §21(a)(1))

10/20/2020, (G.L. c. 30A, §21(a)(2), G.L. c. 30A, §21(a)(1)) 11/03/2020, (G.L. c. 30A, §21(a)(3), G.L. c. 30A, §21(a)(1))

11/10/2020, (G.L. c. 30A, §21(a)(3), G.L. c. 30A, §21(a)(1)) 11/17/2020, (G.L. c. 30A, §21(a)(3), G.L. c. 30A, §21(a)(1))

11/20/2020, (G.L. c. 30A, §21(a)(3), G.L. c. 30A, §21(a)(1))

Pursuant to G.L. c. 30A, §21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel being: (Deputy Fire Chief, Library Director, Finance Director)

Pursuant to G.L. c. 30A, §21(a)(3) to discuss strategy with respect to collective bargaining regarding (COUNCIL 93, LOCAL 2905 EMPLOYEES OF THE HAMILTON WENHAM LIBRARY) if an open meeting may have a detrimental effect on the bargaining position of the Select Board and the Chair so declares.

Votes may occur during the Executive Sessions.

**Public Input for items not on the agenda** - There was none.

**Announcements** - *Additional information is on the town's web site at [Wenhamma.gov](http://Wenhamma.gov)*

- Water Ban - Effective May 1, 2022 in accordance with the Water Use Restriction By-law, no sprinklers are allowed between the hours of 9am and 5pm. Hand watering by hose or bucket is allowed. The mandatory water conservation is in effect from May 1 to September 30 and includes private wells. We would like to thank all residents for their understanding and cooperation.
- Select Board & Committee Remaining Vacancies - Submit your interest in serving through our Appointment Request Google Form found at [wenhamma.gov/volunteer](http://wenhamma.gov/volunteer) or by sending an email to the attention of the Select Board [admin@wenhamma.gov](mailto:admin@wenhamma.gov).

**Reports**

- Town Administrator's Update – Steve Poulos

- Town hall parking lot has been sealed and repainted.
- Mr. Poulos attended a Wenham Fire Department training at Gordon College; the college offered a building to the town, slated to be demolished, for a controlled burn for the Fire Department's training.
- The flag burning ceremony was held June 14 on Flag Day at Pingree Park.
- The state has signed off on Wenham & Hamilton's IMA (Inter-Municipal Agreement) for shared assessing services with Hamilton. Mr. Poulos noted this is the only Intermunicipal Agreement that requires approval from both the State Bureau of Local Services and Municipal Finance Law. Suggested edits by the State were incorporated and the IMA is slightly different than approved by the Select Board.
- The town is preparing to close the books on FY22.

- Chair's Report- Gary Cheeseman

Mr. Cheeseman acknowledged the Veterans Committee & Fire Department for holding the flag burning ceremony and the Human Rights Committee and North Shore Juneteenth Association for organizing the Juneteenth ceremony & activities held on June 20<sup>th</sup> this year.

On behalf of the Select Board, Mr. Cheeseman congratulated the Hamilton Wenham girls tennis team for their 23-0 season, and after four levels of playoffs, are the 2022 state champions.

- Select Board Member's Report – Ms. Bucco and Mr. Clay echoed the Chairs' comments.

## Consent Agenda – None

## New Business

- Appointments

- Affordable Housing Trust (3 seats/2-year term): *The Select Board voted unanimously by roll call to appoint Judith H. Bubriski; Alfred W. Dodge, Jr.; Corrie Sprague to the Affordable Housing Trust for a 2-year term beginning July 1, 2022 and ending June 30, 2024.*
- Cemetery Commission (1 seat/3-year term): *The Select Board voted unanimously by roll call to appoint Harriet P. Davis to the Cemetery Commission for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*
- Community Preservation Committee (1 seat/3 year term): *The Select Board voted unanimously by roll call to appoint Harriet P. Davis to the Community Preservation Committee for a 3-year term beginning July 1, 2022 and ending June 30, 2025.\* This appointment was voted later in the meeting and listed alphabetically for the minutes.*
- Conservation Commission (2 seats/3-year term): *The Select Board voted unanimously by roll call to appoint Jeffrey A. Ham; Philip D. Colarusso for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*
- Council on Aging (2 seats/3-year term): *The Select Board voted unanimously by roll call to appoint Judith H. Bubriski; Karen M. D'Amour for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*
- Hamilton Wenham Cultural Council (2 seats/3-year term): *The Select Board voted unanimously by roll call to appoint Martha Brennan; Max King to the HW Cultural Council for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*
- Open Space & Recreation Committee (7 seats)\*. \*The Board voted later in the meeting to amend the Open Space & Recreation Committee Charge length of term to 3 seats for a 3 year term; 2 seats for a 2 year term; and 1 seat for a 1 year term.  
3 year term (3 seats)- *The Select Board voted unanimously by roll call to appoint Thomas Starr; Louis A. Randażżo; Vincent Fennell to the Open Space & Recreation Committee for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*  
2 year term (2 seats) - *The Select Board voted unanimously by roll call to appoint Ernest C. Ashley, Ann Brewster-Weeks; to the Open Space & Recreation Committee for a 2-year term beginning July 1, 2022 and ending June 30, 2024.*  
1 year term (2 seats) - *The Select Board voted unanimously by roll call to appoint Mary E. Ting; Joan L. DeGeorge to the Open Space & Recreation Committee for a 1-year term beginning July 1, 2022 and ending June 30, 2023.*
- Iron Rail Commission (3 seats/3 year term): *The Select Board voted unanimously by roll call to appoint Louis A. Randażżo, Natalie A. Kavanagh; Andrew Waylett to the Iron Rail Commission for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*
- Veterans Committee (1 seat/3 year term): *The Select Board voted unanimously by roll call to appoint William J. Wilson III for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*
- Wenham Human Rights Committee (2 seats/3 year term): *The Select Board voted unanimously by roll call to appoint Jeremy A. Gross; Samuel Nordberg for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*
- WISSH (Wenham Issues of Social Service Help): *The Select Board voted unanimously by roll call to appoint (Fire Chief) Stephen B. Kavanagh; (Police Chief)Kevin J. DiNapoli for a 3-year term beginning July 1, 2022 and ending June 30, 2025.*

## Public Safety Appointments

- *Vote: The Select Board voted unanimously by roll call to appoint Police Chief Kevin J. DiNapoli; Deputy Chief Jason Lucontoni a term beginning July 1, 2022 and ending June 30, 2023.*
- *Vote: The Select Board voted unanimously by roll call to appoint Police Sgts. Christopher J. Machain; Michael J. Mscisz; David T. Marsh for a term beginning July 1, 2022 and ending June 30, 2023.*

- *Vote: The Select Board voted unanimously by roll call to appoint Police Full-time Patrolmen: Chad P. LaBrie; John P. Phillips; Bart B. Connors; Michelle D. Princi; Keegan C. O'Donnell; Matthew Krikorian for a term beginning July 1, 2022 and ending June 30, 2023.*
- *Vote: The Select Board voted unanimously by roll call to appoint Police Reserve Officers: Richard J. Sherry; Brian J. Pratt; Christopher T. Sanborn; Steven T. Farinato; Scott W. Wood; Wesley S. Izidoro; David R. Farry; Lawrence M. Nestor; John C. Freitas; Reini Perez; Kevin D. Kelley for a term beginning July 1, 2022 and ending June 30, 2023.*
- *Vote: The Select Board voted unanimously by roll call to appoint Fire Chief Stephen B. Kavanagh; Forest Warden Stephen B. Kavanagh; Deputy (Fire) Chief Jeffrey W. Baxter; Oil Burner Inspector Jeffrey W. Baxter; Firefighter (full time) John H. Joyce; Call Deputy Chief Daniel C. Sullivan; Call Fire Captain John H. Joyce, for a term beginning July 1, 2022 and ending June 30, 2023.*

\* On July 19, 2022 the Select Board voted: Prevention Officer - *The Select Board voted unanimously by roll call to appoint **Deputy Chief Jeffrey W. Baxter** as the Fire Prevention Officer for a term beginning July 1, 2022 and ending June 30, 2023.*

- *Vote: The Select Board voted unanimously by roll call to appoint Call Fire Lieutenants: John H. Joyce; Michael T. Binns; Denzel B. Birth; Gary P. Blaney; Thomas D. Curran; Sean P. McCarthy; Anthony C. Nickas, for a term beginning July 1, 2022 and ending June 30, 2023.*
- *Vote: The Select Board voted unanimously by roll call to appoint Call Firefighters: Matthew D. Bean; Richard C. Bertone; Jason E. Braley; Robert Y. Gallinelli; Steven M. Koutrakis; Erica R. Poitras; Michael D. Schroeder; Christopher G. Swiniuch; John C. Ward, for a term beginning July 1, 2022 and ending June 30, 2023.*
- *Vote: The Select Board voted unanimously by roll call to appoint Probationary Firefighters: Michael F. Burke; James M. Calitri; Milton A. Gautreaux; Rico G. Lauranzano for a term beginning July 1, 2022 and ending June 30, 2023.*

- Review and vote on Master Plan Advisory Committee

Margret Hoffman, Planning Coordinator, was present and reviewed the Planning Board is initiating the Master Plan process and recommending a Master Plan Advisory Committee to the Planning Board be appointed with representatives from the following committees and at-large members as identified. The Master Plan process is expected to take 18-24 months.

2 members from the Planning Board (rotating)

1 member from the Select Board

1 member from the Affordable Housing Trust

1 member from the Conservation Commission

1 member from the Open Space & Recreation Committee

1 member from the Finance & Advisory Committee

1 member from the School Committee

1 member from the Water Commission

1 member from the Council on Aging

5 At-large members: Joanne Frascella, Dana Begin, Kirsten Alexander, Deb Evans, Sue Patrolia

**\*\*The following votes were revoted at the June 28, 2022 Select Board meeting to include those Boards/Committees that will have a representative.**

**\*\*Vote: The Select Board voted unanimously by roll call to create a Master Plan Advisory Committee to assist the Planning Select Board with the Master Plan starting July 1, 2022 and ending June 30, 2024.**

**\*\*Vote: The Select Board voted unanimously by roll call to appoint at large members Joanne Frascella, Dana Begin, Kirsten Alexander, Deb Evans, Sue Patrolia for a term beginning July 1, 2022 and ending June 30, 2024.**

The first meeting of the Planning Board for the Master Plan will be posted for June 29 at 6 pm.

- Review and vote on announcement of Special Town Meeting – Oct 1, 2022 (Saturday)

The School Board is going forward with the process for a new elementary school. The Massachusetts School Building Authority (MSBA) has amended the language for the motion to approve funding for a feasibility study since voted/approved by both Hamilton & Wenham and the MSBA has directed the towns to revoke the appropriate language to approve funding for a feasibility study and other expenses, in the event the MSBA invites the school district to proceed. The Select Board proposed Saturday October 1, 2022 for the Special Fall Town Meeting; this is the same date as Hamilton's Fall Town Meeting. The Town Clerk confirmed October 1, 2022 for a Special Fall Town Meeting and Roger Smerage, Town Moderator, was present and also confirmed his availability.

*Vote: The Select Board voted unanimously by roll call to approve the announcement of a Special Town Meeting on Saturday, October 1, 2022 at 1 pm at the Buker School.*

- Review One Day Liquor License Application and vote – Wenham Museum, Kristin Noon, Executive Director

➤ Application for a Special License One Day Liquor License

The Wenham Museum requested a One Day Liquor License for Friday June 24, 2022, 7:30-9pm. Ms. Noon was present and spoke on the request for a one day liquor license for the opening of a new exhibition *Caring Counts* by local artist, Leslie Lyman, in collaboration with Luminarts, an art organization that provides exterior video art on the facades of building. The reinterpretation of *Caring Counts*, by artist Pamela Hirsch, will be shown on the exterior of the museum at the opening.

*Vote: The Select Board voted unanimously by roll call to approve the one-day liquor license for the Wenham Museum on Friday, June 24, 2022.*

• Review and vote on Town of Wenham New Liquor License Checklist

➤ Liquor License Application Process and Checklist

Mr. Poulos reviewed the town's new Liquor License checklist mirrors the ABCC (Alcoholic Beverages Control Commission) check list requirements, language and forms. The intention is to clarify the process and timeline for applicants.

Mr. Poulos specifically noted a liquor license is not valid until the certificate has been issued and is posted appropriately in public view on the establishment's wall. It was noted the current license fee was carried forward and will be updated as necessary. The Board reviewed the draft document with no changes.

*Vote: The Select Board voted unanimously by roll call to approve the Town of Wenham New Liquor License Checklist as edited June 21, 2022.*

• \*Change Open Space and Recreation Committee (OSRC) Charge as to Length of Appointed Terms.

The original charge for the OSRC called for one year terms. The proposed amendment to the Charge was to amended the one year terms to staggered terms, effective July 1. *3 seats for a 3 year term; 2 seats for a 2 year term; 2 seat for a 1 year term*

Under discussion Mr. Cheeseman explained upon the completion of these terms, the new 3-year terms will be appointed for each member.

*Vote: The Select Board voted unanimously by roll call to approve the Open Space & Recreation Committee Charge length of term to 3 seats for a 3 year term; 2 seats for a 2 year term; and 1 seat for a 1 year term.*

• Salem-Beverly Canal Path Closure - Mr. Cheeseman reviewed the paths along the Wenham Canal were closed by the Salem Beverly Water Board at the start of the pandemic. The Town Administrator confirmed with the Salem Beverly Water Select Board these paths along the canal will remain closed to the public indefinitely for the protection of the water source.

• Review & vote of Iron Rail Leases

➤ Notices of Lease Extension for each business- Date of Amendment June 9, 2022

- Wags Doggie Day Care
- Iron Rail Gymnastics Academy
- Provost Personal Training

Lou Randazzo, Iron Rail Commission Chair, was present and spoke briefly on the two year lease extensions as set forth in the current leases and recommended by the Iron Rail Commissioners. These extensions are outlined in the original lease agreements and include a 2.5% annual increase.

Mr. Randazzo confirmed all tenants are currently making payments as set forth in their leases.

*Vote: The Select Board voted unanimously by roll call to approve the Iron Rail Lease (extension) for Wags Doggie Day Care, Iron Rail Gymnastics Academy, and Provost Personal Training for a two year term starting July 1, 2022 through June 30, 2024.*

• Review and vote on Rotary Club Picnic Table Donation

The Rotary Club has donated a picnic table for the Pleasant Pond Beach. Per the town policy, the Select Board must vote to accept the donation. Ms. Bucco asked the availability of Pleasant Pond Beach parking stickers be on the next meeting agenda under announcements.

*Vote: The Select Board voted unanimously by roll call to approve the donation of a picnic table from the Hamilton- Wenham Rotary Club to be placed at the Pleasant Pond Beach.*

## Old Business

• Discussion and vote on Select Board positions on the following :

1. Master Plan Advisory Committee (MPAC): Voting Member
2. School Building Committee (SBC): Voting Member
3. Affordable Housing Trust (AHT): Trustee, voting member
4. Veterans Committee: Ex-officio, voting member
5. WISSH (Wenham Issues of Social Services Help): Liaison/ex-officio, voting member

Mr. Cheeseman identified the five committees the Select Board has representation on and observed some are more involved. He asked the Board to comment on their availability and interest.

Approved 10.3.22

Mr. Clay noted he is a Planning Board member and already working on the Mater Plan in that capacity and that he was interested in serving on the SBC and possibly the AHT.

Ms. Bucco expressed interest in the MPAC and WISSH.

Mr. Cheeseman noted he has served many years on the Veterans Committee and suggested Ms. Bucco be the Select Board representative to the Veteran's Committee & the MPAC and he would serve on the AHT and Mr. Clay be on WISSH/SBC. These terms go with the position/term as a Select Board member. The Board members will reach out to the Chairs of these committees prior to attending the first meeting.

*Vote: The Select Board voted unanimously by roll call to appoint **Dianne K. Bucco to the Master Plan Advisory Committee** for a term beginning July 1, 2022 ending June 30, 2024.*

*Vote: The Select Board voted unanimously by roll call to appoint **Peter Clay as a member of the School Building Committee** for a term beginning July 1, 2022 ending June 30, 2025.*

*Vote: The Select Board voted unanimously by roll call to appoint **Gary Cheeseman as a member of the Affordable Housing Trust** for a term beginning July 1, 2022 ending June 30, 2023.*

*Vote: The Select Board voted unanimously by roll call to appoint **Dianne K. Bucco to the Veterans Committee** for a term beginning July 1, 2022 ending June 30, 2024.*

*Vote: The Select Board voted unanimously by roll call to appoint **Peter Clay as a member of WISSH** for a term beginning July 1, 2022 ending June 30, 2025.*

- Select Board Policies Update/Review
- Policy Tracking Spread Sheet (draft)

Mr. Cheeseman introduced this agenda item and noted the Wenham Policy Book was last updated in 2000 and is in need of updating policy / procedures for town hall staff to include how things are done and the responsibilities of staff.

He noted the Select Board updated some polices / procedures this past year and the Board will continue to update the Policy Book. Mr. Poulos Spoke on the process to update the Polices to include input from staff and review by Town Counsel followed by a formal adoption by the Select Board. To help organize and track this process, Mr. Poulos reviewed the spread sheet he created which included the name of the policy, staff review, Select Board review, Town Counsel Review, and Select Board adoption. Mr. Poulos asked the Board to choose a few topics to start with to work through the progression.

The Board responded positively to the spread sheet and after a brief discussion decided to begin with review/ update of the following policies:

1. Meeting minutes – Town wide procedure to review and post.
2. Car Barn Lot Sign Policy – Review, noting there is a sign bylaw.
3. Policy for policies
4. Donation Funds Allowable Use

It was noted some of these policies may be duplicated and under other department policies; staff will be asked to review the list.

- Upcoming Select Board Meetings:
  - June 28 - Possible meeting
  - July 5, 2022- Regular Select Board meeting
  - July 19, 2022 – Regular Select Board meeting
- Adjourn – *The Board voted unanimously by roll call to adjourn at 7:37 pm.*

*Respectfully Submitted By*  
*Catherine Tinsley*  
6.28.22