

HAMILTON BOARD OF SELECTMEN &
WENHAM BOARD OF SELECTMEN
MINUTES OF JOINT MEETING

Teleconference

January 5, 2021

The following minutes were provided to the Hamilton Board of Selectmen (BOS) by the Wenham BOS:

TOWN OF WENHAM
Board of Selectmen
Joint with Hamilton Board of Selectmen
Meeting of January 5, 2021
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 Wenham Board of Selectmen (WBOS) was held on Tuesday January 5, 2021 at 7 p.m. jointly with the Hamilton Board of Selectmen (HBOS). *Due to the COVID19 Virus pandemic, and restrictions concerning in-person gatherings ordered by the Governor, this meeting took place virtually on Zoom.*

The Town of Wenham has a three-member Board of Selectmen elected for three-year terms with one seat up for election each year. John Clemenzi (2021); Jack Wilhelm (2022); Gary Cheeseman (2023).

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 & third Tuesday of each month at 6:30pm 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.

Please be advised that this open meeting is being broadcast live via Zoom and recorded for playback on-line, video on-demand viewing at hwcam.org. The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed. Items may be taken out of order and at times that differ from those listed below. Other items not listed may also be brought up for discussion to the extent permitted by law. All participants wishing to address the Board of Selectmen must indicate so in the Zoom meeting chat. Public Comment will last for 10 minutes and a resident is allowed to speak for no longer than 2 minutes.

Call to Order: *With a quorum present, Mr. Cheeseman called the meeting to order at 7p.m.*

Wenham Selectmen present: Gary Cheeseman, Chair & Clerk; Jack Wilhelm, Vice Chair; John Clemenzi, Vice Chair (left at 7:07 p.m.)

Also present: Tom Younger, Interim Town Administrator; Jackie Bresnahan, Director of Administrative Services; Catherine Tinsley, Recording Secretary

Hamilton Selectmen present: Shawn Farrell, Chair; Darcy Dale; Jamie Knudsen. Rosemary Kennedy; William Olson.

Also present: Joseph Domelowicz Jr., Town Manager

Kim Butler, Library Director; Jim Purdy, Chair Finance & Advisory Committee (FinCom)

- **Discuss HW Library Regional Agreement**

Mr. Domelowicz spoke on the three-year contract negotiations with the library union, which he opined went well, especially for a new union that worked collaboratively with the towns. He observed that the Town of Wenham had already included the COLA (cost of living adjustment) in the FY'21 budget and so it was agreed to provide the COLA raises the staff would have gotten had they not unionized; there are no COLA raises in years two and three. Yearly merit raises were included in the contract, but because they are based on evaluations it does not tie the town into ever-escalating expenses and allows those employees to be compensated for their performance. The terms of the agreement require WBOS to vote on the contract as the lead community.

This is an *at cost contract* and there are no increases to the budget due to the unionization. Hamilton's share of the cost of the library was worked into the assessment from Wenham as assigned in the beginning of the fiscal year.

Vote: The Wenham Board of Selectmen voted unanimously by roll call to approve the Hamilton Wenham Library Collective Bargaining Agreement.

Mr. Clemenzi left the meeting at 7:07p.m.

- **Discuss and Potentially Vote on Inspectional Services Regional Agreement**

Ms. Bresnahan reviewed inspectional services began with an Agreement that allowed the towns flexibility in the future to meet the individual needs of each town. The Intermunicipal Agreement is reviewed annually for the following fiscal year.

Ms. Bresnahan spoke on proposed changes to the Agreement by the Town of Hamilton who pays a larger share of the costs due to the increased use of inspectors. Hamilton has since transitioned and needs more capacity due to large projects.

Mr. Domelowicz noted that June 30 is the end of the original three-year Agreement and proposed this was a good time to make changes and amend the agreement. The formula in the Agreement is for each town to be financially responsible according to population and permit volume. Ms. Bresnahan noted that Wenham needs inspectional services during the week, but through the Agreement has the benefit of a full-time person and has had a good working relationship with Hamilton.

The Town of Hamilton proposed to be the lead town citing the benefit of a Human Resource person which would benefit Wenham as well the department and the anticipated increased need.

Mr. Wilhelm wanted the ability for Wenham to be the lead community after the three years subject to discussion, and wanted this memorialized in the Agreement. Mr. Domelowicz committed to work with Ms. Bresnahan to refine the job descriptions (an appendix to the agreement) that describes the qualifications of those who fill the inspector roles and that the lead town be revisited at the end of the agreement.

- **Discuss Hamilton's Master Plan and Health Reorganization**

Mr. Farrell reviewed that Hamilton approved the funding for a Master Plan and is moving ahead with request for proposals for a consultant. A steering committee will be formed and it was hoped both the Town of Wenham and the School District would participate in the discussions and work with the consultant. Mr. Domelowicz noted that when Wenham is ready to do a Master Plan they may benefit from Hamilton's framework or template to work from. As the process gets going for Hamilton, Mr. Farrell offered to reach out to Wenham to keep everyone informed.

Mr. Domelowicz said he was not ready to talk about the Board of Health reorganization and would update Ms. Bresnahan and Mr. Younger as things progressed.

Mr. Purdy mentioned that Wenham is considering a subcommittee to look at capital planning and that the role of the FinCom would be to oversee it and move it forward.

- **Discuss Regional School Agreement and Follow Up from December 2, 2020 Joint Meeting**

Noting this was going to be a long process, the discussion began with the suggestion to form a Hamilton-Wenham joint committee to begin the process of updating the Regional School Agreement. Mr. Farrell identified a few items deemed important to consider, i.e., apportionment formula, nomination process, town representation and number of school committee members, update to bylaws and structural changes, audit, etc.

School buildings were mentioned as an important part of this negotiation/discussion. (School land is non-taxable and Hamilton has the majority of school campuses.)

Mr. Cheeseman suggested initially the chairs of the School Committee and Boards of Selectmen begin discussions to reopen the agreement and to wait for the enrollment numbers after COVID, noting recent enrollment has been altered by COVID.

Ms. Dale asked that the FinCom chairs be included in the initial meetings.

Mr. Farrell said Hamilton was sending a letter to the State to use the previous year's student enrollment for funding purposes, citing COVID has altered enrollment by 5%, and it is unknown if the impact will continue and questioned if Wenham would also send a letter of support. Mr. Cheeseman and Mr. Wilhelm agreed this was a good idea although Mr. Wilhelm stated he was not in favor of involving Town Counsel early in the process and that each town should draft a list of proposed changes and discuss before Town Counsel is asked to review the Agreement. He noted the last revisions were done in 2014.

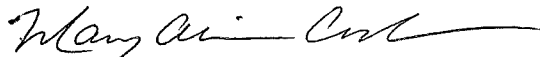
Mr. Olsen recommended the Agreement be rewritten and not to keep adding addendums.

Both towns agreed to draft a list of proposed changes to the Agreement for discussion at a future joint meeting.

- **Adjournment** – Both the *Wenham and Hamilton Boards of Selectmen adjourned by a roll-call vote at 7:52 p.m.*

Respectfully Submitted By
Catherine Tinsley, Recording Secretary for Wenham BOS
January 8, 2021

Prepared by:

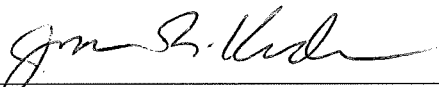


3-1-2021

Mary Alice Cookson
Hamilton Board of Selectmen Minutes Secretary

Date

Attest:



3/1/2021 JRK
~~2/20/2021~~

Jamie Knudsen
Board of Selectmen Clerk

Date

Documents Discussed at Meeting:

- **7.01.10 HWRSD Agreement**—Amendment to Agreement between the two towns of Hamilton and Wenham with respect to the Establishment of a Regional School District Restating the Provisions of Said Agreement. Amended effective July 1, 2010