

**TOWN OF HAMILTON
BOARD OF SELECTMEN
JUNE 1, 2009**

The Board of Selectmen met at Hamilton Town Hall at 7:02 p.m. on Monday, June 1, 2009 with David Carey, William Bowler and Jennifer Scuteri present. Town Administrator Candace Wheeler, Assistant Town Administrator Allison Jenkins, Finance Director Deborah Nippes-Mena and DPW Director John Tomasz also present.

Crosswalk on Essex Street near Meadow Brook Farm

Discussion regarding cross walk to encourage more unified and safe crossing. State Representative Brad Hill spoke in this regard and acting Police Chief Janes supported the proposition. The farm's owner will work with the public works department to locate and install a crosswalk.

Hill also discussed the potential for environmental money to be used for the Bridge Street culvert repair and agreed to arrange an evening regional meeting where Tim from the Essex Regional Retirement Board can discuss changes in the retirement criteria for Town employees (i.e., dispatchers being added to Group 2 and retirement eligibility from 65 to 60 years old).

Reappoint Cheryl Booth as Treasurer Collector

David Carey entertained a motion to reappoint Cheryl Booth as Treasurer Collector from June 1, 2009 to May 31, 2012. William Bowler so moved. Jennifer Scuteri seconded the motion. VOTE: Unanimous.

Increase Municipal Lien Certificate Fees

Danvers and Salem charge \$50 for municipal lien certificate fees while Hamilton charges \$25. The statute has a minimum \$25 fee.

Carey entertained a motion to endorse the Treasurer's decision to increase the fee from \$25 to \$50 on the municipal lien certificates. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Municipal Relief Transfer

To correct a budgeting mistake, salary dollars will be moved from public works to parks for an employee who works primarily in parks.

Carey entertained a motion to authorize the chairman of the Board of Selectmen to sign the municipal relief transfer of \$14,255 from DPW salaries to park salaries. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Old Library Usage by the Recreation Department

Recreation Director Melissa Roy has agreement from Council on Aging Chair Theresa “Mimi” Fanning to use the old library building for a program done in collaboration with the parks program from 12:30 to 3:30 p.m. Monday through Thursday beginning June 22 and ending August 14.

Carey entertained a motion to allow the Hamilton-Wenham Recreation department to use the old library from June 22 through August 14, weekdays Monday through Thursday from 1 p.m. to 3:30 p.m. with set up, clean up and lock up. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Database for Committee Members

Assistant Town Administrator Allison Jenkins suggested a database be created for personnel to keep information up-to-date (especially for committee members) more efficiently than using Excel spreadsheets. The database would take time to create but would result in cost savings.

She will research if there are any existing databases (i.e., Microsoft Access) that could accommodate the Town’s needs. Jenkins reported that contract costs from database companies ranged from \$200 a month to \$10,000 a year (Munis). She will analyze what other municipalities are doing. If Hamilton tried to collaborate with Wenham the payroll system would have to be changed. This item will be added to Hamstat.

Discuss Town by-law change re: temporary signs and banners

There was discussion about if the Zoning Board of Appeals (ZBA) and building inspection department could be the sole entities to approve signs and banners on public ways and for Town businesses. The ZBA is working on a sign by-law. Jenkins will invite the ZBA and building inspector to a Selectmen’s meeting.

PILOT

Scuteri is interested in tracking in-kind gifts from payment in lieu of taxes (P.I.L.O.T) organizations (religious, educational and non-profit such as the Audubon and Greenbelt). This includes the gift from the Gordon Conwell Theological Seminary as well as the use of athletic fields at other institutions.

There was a PILOT committee on which Bowler, David Neill and Tom Tanous served. Currently, Hamilton does not have any goodwill accounting process in place.

Allocations of federal Stabilization Fund

Hamilton will receive federal special education funds but not any Title 1 or federal Stabilization Fund monies. Other communities such as Needham, Lincoln and Sudbury are slated for this funding. Decided that further education from Superintendent of Schools Marinel McGrath is needed in this regard.

Representation for the MMPA Program Meeting

Wheeler and Bowler are interested in attending. The meeting will be posted for the Board's attendance.

Board of Selectmen Liaison Roles

Carey will find out why there are missing departments' such as police and fire on this list. Bowler will focus on Hamilton Foundation, emergency medical service planning, public employees and road safety. Carey is the liaison for the Blue Ribbon Committee, police search and government study committees. Scuteri has responsibility for Hamilton-Wenham community access television and PILOT.

Reappoint Susanna McLaughlin to Chebacco Woods Committee

Carey entertained a motion to reappoint Susanna McLaughlin to the Chebacco Woods Committee for a term of July 1, 2009 until June 30, 2011. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Reappoint Carl Swanson and David Lemons to the EDC

Carey entertained a motion to reappoint Carl Swanson and David Lemons to the Economic Development Committee for a three-year term of July 1, 2009 until June 30, 2012. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Reappoint Carl Swanson as EDC member to Landfill Steering Committee

Carey entertained a motion to reappoint Carl Swanson as the EDC member to the Landfill Steering Committee for a term of June 1, 2009 until June 30, 2011. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Nominate Dan Bukkhegyi to be appointed by Moderator to Finance Committee

Carey entertained a motion to nominate Dan Bukkhegyi to be appointed by the Moderator as a member of the Finance and Advisory Board. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Appoint Karen Zagorski to Board of Health

Carey entertained a motion to appoint Karen Zagorski to the Board of Health replacing JoAnne Ainsworth for a term of June 1, 2009 until June 30, 2011. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Vote to disband the Road Safety and Public Safety Building Committees

Carey entertained a motion to disband the Road Safety Committee and Public Safety Building Committee. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Update Map of Protected Open Space

In Hamilton, 80% of the land is open space. Discussion regarding having the protected open space map updated with an overlay to show taxed land in Town and what land can never be developed due to being under conservation restriction or is not being fully taxed due to chapter land.

Request to hang a banner for National Trails Day at the Old Library

Carey entertained a motion to allow the Essex County Trails Association to place its banner for National Trails Day at the old library for the remainder of this week. Bowler so moved. Scuteri seconded the motion. VOTE: Unanimous.

Discuss date for the Fall Special Town Meeting

Wheeler will check with the Hamilton-Wenham Regional High School to see if October 17, 2009 is available to hold Special Town Meeting.

Discussion of Format of Board of Selectmen Minutes

Carey and Scuteri want the minutes to reflect an outline of the Board's discussions and votes taken. Bowler prefers the minutes longer in the existing format since it has been useful when referring to them for clarification on issues. The Board will research how meeting minutes are formatted in other communities and make a decision next week.

FY'09 ECO Contract

The shift differential in this contract goes with the man. The contract is similar to the Town Hall administrative assistants union contract.

Carey entertained a motion to sign the FY'09 contract between the Town of Hamilton and the American Federation of State, County and Municipal Employees, Council 93 AFLCIO, Local 2905 Police and Fire Signal Operators. Bowler so moved. Scuteri seconded the motion. VOTE: 2 in favor. Scuteri abstained since she wasn't on the Board during the negotiations.

Police Update

Carey presented background and history of actions taken in relation to personnel issues identified in the police department starting in 2007 until now. The Board is going to decide whether to restart the Officer Karen Wallace investigatory hearings or review the recordings from the testimony given to date. The Board will report on outstanding items going forward.

An Assessment Center has been scheduled on June 22 for the five candidates for the Hamilton police chief's position. A new police chief should be hired by early August.

Carey entertained a motion to go into executive session at 8:48 p.m. not to return to open session for the purpose of discussing pending litigation and a union personnel agreement. Bowler so moved. Scuteri seconded the motion. Members raised their hands for a unanimous roll call vote.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Clerk