

**TOWN OF HAMILTON  
BOARD OF SELECTMEN  
SEPTEMBER 17, 2012**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, September 17, 2012 with David Neill, Marc Johnson, Jennifer Scuteri, Jeff Stinson and Jeff Hubbard present. Town Manager Michael Lombardo, Finance Director Deborah Nippes-Mena, Town Moderator Bruce Ramsey, and Council on Aging Director Marybeth Lawton also present.

**Call to order**

Chair David Neill called the meeting to order.

**Public Comment**

None.

**Town Manager's report**

Town Manager Michael Lombardo acknowledged how gracious Joanne Patton had been at closing for the gift of Patton property to the Town. In addition, he expressed the community's thank you for a bouquet of flowers from Mrs. Patton as well as for an engraved silver box that contained the original key for the Patton property, circa 1800s, that will be displayed at Town Hall.

Lombardo also described recent meeting with Wenham town officials regarding virtual Department of Public Works to be done in concert with school department and two towns. He noted that discussion was focused on concept of VDPW, how it is working and successes and mentioned that there are plans in the works to formalize this for the future. He explained that the process is progressing cordially while information gathering continues.

**Chairman/Selectmen reports**

Neill noted need for people to serve on the Planning Board, mentioned that Bill Bowler is interested in serving with North Shore volunteers, where others are needed, that he and his family enjoyed the recent public safety day held in Town.

Marc Johnson initiated discussion on what steps college students need to take to receive absentee ballots. It was determined that Town Clerk Jane Wetson, when provided with student addresses could mail out ballots.

Jeff Hubbard described details for September 22 Fall Festival put on by the Hamilton Wenham merchants who are expecting 40 vendors to attend, that Selectmen from both towns will be holding their apple pie baking contest again and that Myopia Hunt Club will hold a parade beginning at 10:30 a.m.

He also noted that Hamilton and Wenham would be highlighted in the Christmas issue of North Shore magazine. Hubbard requested that the Board consider for the Town to spend \$2,000 for a full-page advertisement in this issue to promote benefits of Hamilton. Discussion ensued about how this topic could not be debated or voted on since it is not on the agenda, that if funds were going to be approved for appropriation at Special Town Meeting that a warrant article should have been prepared before. Discussion continued where Hubbard agreed to see if any other towns had written copy for their ads, and Lombardo offered to help him with this potential opportunity. Johnson noted that concept of ad should reflect a clear message that would typically be part of an overall marketing campaign.

### Town Manager's Evaluation

Neill explained that he had not been a Selectman for the whole of the last year so the other Selectmen had weighed in with their rankings of Town Manager Michael Lombardo as part of his annual evaluation. The rankings had a high of 4 and low of 1 similar to numerical grading system where 4 represents an A. Former Selectman David Carey had managed the process of compiling Board results from Selectmen for 23 items. Each Selectman reviewed the Town Manager based on the job description set forth in Special Act that created position and brochure outlining responsibilities. Neill added that many Board members had met with Lombardo individually and that the total grade he received was 3.07, B. Neill said in his three months on the Board he would give Lombardo low A.

Hubbard noted that his evaluation was public record and that his grades for Lombardo were the lowest and he was being honest with the feedback he receives. He said this is an opportunity for the Town Manager after a first term learning process to incorporate small town values into his decision making working with longtime and short term residents. Also, he emphasized the importance for Lombardo to strike a balance using common sense about what is

best for municipal government and volunteer organizations in Town. Hubbard mentioned the need for broader understanding of leaders in Town to be stewards to keep the cost of government down and bring value to services and activities important to all residents.

Jeff Stinson said he ranked Lombardo in the middle, acknowledged the challenges of working for five Selectmen, mentioned the assistance Lombardo gave him during his learning curve as a Selectman, as well as the respect and honesty he brings to the position, noted the lack of management in the role that existed before Lombardo's tenure, that more responsibility has been given to the role and potential for evaluation of that percentage, also the importance of building relationships within the community and need for more communication with public moving forward.

Jennifer Scuteri thanked Lombardo for his patience since his evaluation had been delay from his anniversary date. She ranked Lombardo with a B+ although questioned backlog of projects (i.e., updating website). Scuteri suggested for the next year Lombardo work on communication with boards, committees and personnel and work collaboratively with volunteers so they feel part of process. She noted that Lombardo's strengths are how articulate he is, his thorough decisions, he is bright, reliable, can negotiate, gets work done, is not afraid to take a stand (i.e., trash program and appointing Town Counsel), and does a great job setting policy. She suggested the Board set Lombardo's goals and objectives, perhaps quarterly, she hopes he thinks he is growing in the position, and recommended he take on more revenue raising initiatives.

Johnson ranked Lombardo highest of the Board members and is supportive of him since the Town needed a strong Town Manager to advance as a community. He acknowledged that Lombardo might have received inconsistent messages from five Selectmen and he recommended the Town Manager push the Board to get initiatives done. Johnson said in the two years he has worked with Lombardo he is well prepared at meetings and he knows the Massachusetts General Laws, which has allowed the Board to let Lombardo do his job.

Stinson concurred about how the Board should be pushed by Lombardo and allow him to do his job to do what is best for the Town. Neill suggested the Board of Selectmen should be evaluated and consider ways to support Lombardo more. Also, he said the Board should work with Lombardo to create personnel policies, which could be considered at upcoming Selectmen's retreat.

Scuteri mentioned that Town should work on a three-year contract for Lombardo prior to April.

**Discuss Mailing Warrants**

Lombardo explained that it is Town Moderator's prerogative on whether or not the Special Town Meeting warrant is mailed to residents in its entirety although the appendices may not be included. The warrant will be condensed to get the best mailing rate. Exhibits will not be ready for the warrant but will be available around Town. He noted that he is hoping to complete the union negotiations in time for STM. Town Moderator Bruce Ramsey encouraged Selectmen to consider the amount of time the Board deliberates on warrant to stay on printing and distribution schedule.

**Vote Position on Warrant Articles**

Selectmen voted the Board's position on STM warrant articles.

Article 2-1: Approval of Hamilton-Wenham Regional School District Borrowing – Cutler Elementary School Roof project.

Neill entertained a motion for the Board to support this article and recommend favorable action. Scuteri so moved. Stinson seconded motion. VOTE:  
Unanimous.

Article 2-2: Approval of Hamilton Wenham Regional School District Borrowing – Various Capital Projects.

Neill entertained a motion for the Selectmen to recommend favorable action on this article. Johnson so moved. Scuteri seconded motion. Discussion ensued about investing in the Winthrop School building relative to a long term goal for the school and if there are plans to tear down the building and expand Cutler School, and that Capital Management Committee has prioritized maintenance issues that need to be addressed at all of the HWRSD buildings. VOTE:  
Unanimous.

Article 2-3: CPA Project Appropriations.

Discussion ensued about Community Preservation Act projects including \$25,000 for Patton Park playground upgrade, funds for Council on Aging building and

that \$150,000 slated for Patton Park pool project analysis is a not to exceed amount and it is expected scope of project would not require near that amount. The pool committee will be given a timeline on the project and will keep the public up-to-date on project study and it was noted that clarification is needed as to whether or not Wenham is committed to improving Patton Park aquatic area.

Neill entertained a motion for the Selectmen to recommend favorable action on this article. Scuteri so moved. Stinson seconded motion. VOTE: Unanimous.

Article 2-4: Council on Aging Appropriation Increase.

Neill entertained a motion for the Selectmen to recommend favorable action on this warrant article. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous. Council on Aging Director Marybeth Lawton mentioned that latest funding numbers requested in warrant article are lower than those she presented to the Board last week.

Article 2-5: Appropriations to Hamilton Development Corporation.

Neill entertained a motion for the Selectmen to recommend favorable action on this warrant article. Stinson so moved. Hubbard seconded the motion. VOTE: Unanimous.

Selectmen will vote and make recommendations on the following articles at STM: Article 2-6: Compensation/Classification Table, Article 2-7: General Fund Appropriation Increase – Retroactive Cost of Living Adjustment, and Article 2-8: General Fund Appropriation Transfer – Cost of Living Increase, Article 4-1: Adopt By-Law to Provide Water through Mutual Aid Agreement.

Article 5-1: Beech Street Easement.

Lombardo explained that Conservation Coordinator Jim Hankin and Town Counsel Donna Brewer are working on the language for the easement. This is expected to move forward but there may be procedural issues (i.e., if public hearing requirements were met). Hubbard noted that homeowner should not be burdened with additional costs due to logistics.

Neill entertained a motion for the Selectmen to recommend favorable action on this warrant article. VOTE: Unanimous.

Article 5-2: Drainage Easements.

Neill entertained a motion for the Selectmen to recommend favorable action on this warrant article. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.

Article 6-2: Free Cash Application.

Discussion ensued with Scuteri, Hubbard and Johnson expressing interest in not transferring all of Meals Tax Revenue to Hamilton Development Corporation since no appointments have been made to date and reserving \$10,000. The warrant article motion will address that this is collected revenue from years past that has not been used. While Stinson and Neill recommended Meals Tax Revenue be directed to HDC. Board agreed that priority is to find people to serve on HDC where two individuals have already been identified.

The prior article was for this year's collected revenue.

**Schedule Next Meeting September 24, 2012**

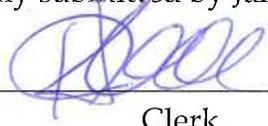
Selectmen will meet on September 24.

**Other business**

Neill entertained a motion for the Board to adjourn at 8:38 p.m. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: \_\_\_\_\_



Clerk