

**TOWN OF HAMILTON
BOARD OF SELECTMEN
DECEMBER 3, 2012**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, December 3, 2012 with David Neill, Marc Johnson, Jennifer Scuteri, Jeff Stinson and Jeff Hubbard present. Town Manager Michael Lombardo, and Finance Director Deborah Nippes-Mena also present.

Call to order

Chair David Neill called the meeting to order at 7:00 p.m.

Public Comment

None.

Town Manager's report

Town Manager Michael Lombardo reminded the Board that a budget working session will be held with the Finance Committee on Saturday, December 8 at Town Hall, a presentation of Recreation Master Plan will be done with Recreation Director Sean Timmons possibly on December 17 dependent upon Timmons' potential surgery schedule, contract negotiations with police union will begin in early January and three-year police union contract will be discussed amongst the Board, Town Manager and Police Chief Russell Stevens in an executive session held during an upcoming Selectmen's meeting.

He added that recent interaction between Town officials and Pakistani delegation went well and MMA reimbursed the Town \$450 to offset related expenses.

Chairman/Selectmen reports

Jeff Hubbard mentioned that on December 13 the first meeting of the Patton Pool Committee will be held at 4:30 p.m. to create a timeline and list of goals. Also, he said the Recreation Committee, in keeping with the Recreation Master Plan, is planning an exploratory meeting to investigate putting turf field with lights at the HW Regional High School. The meeting will address previous action taken for this proposed turf field project.

Neill noted that Board has to make a policy decision when considering future discussion topics including the Recreation Master Plan (i.e., pool and turf field).

Hubbard also said the North Shore magazine had provided free publicity for Hamilton and Wenham, that HW Garden Club had installed flower boxes on traffic islands in Town, and that the HW Merchants Christmas stroll is on Thursday night, December 6 downtown.

In addition, he noted that Richard Lappin had purchased Mike's Auto property and Hubbard acknowledged the years that Mike's Auto had run his business in Town. Also, that Mike Pallazola had purchased property on Willow Street and has plans for a bakery and office space.

Scuteri acknowledged that the plantings outside of Town Hall looked great. She also described the meeting the Board had with the Planning Board analyzing strengths and weaknesses of Hamilton's downtown relative to goals and objectives for the Town. This discussion also including the fact that estates are for sale in Town and possibilities for development. In addition, she mentioned that Brian Stein of the Planning Board will be participating on the Hamilton Development Corporation.

Marc Johnson spoke to Planning Board's interest in having a website developed for the downtown merchants, including a list of businesses, to unify information about the downtown.

Reopen Public Hearing

Johnson reopened the public hearing. National Grid representative said the utility had worked with an abutter who was concerned with the proposed location for a new utility pole #P70/468 at 101 Echo Cove Road and a new location had been identified and agreed upon by both parties.

Johnson noted that there was no public discussion and he entertained a motion to approve the installation of utility pole #P70/468 at 101 Echo Cove Road as referenced on Plan 13244829, 10-1-12. Jeff Stinson so moved. Hubbard seconded motion. VOTE: 4-0-1 with Neill abstaining since he did not attend the public hearing when it was opened at the Selectmen's last meeting.

The public hearing was closed.

License Renewals

Neill entertained a motion for the Board to grant the All Alcohol Licenses for 2013 for 15 Walnut, Black Cow, Weathervane Tavern, Myopia Hunt Club, and American Legion. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.

Lombardo noted that the Town had received telephone calls regarding exhaust problems at 15 Walnut that have been resolved and he is not aware of any other issues at any of the establishments. Discussion ensued about how if Selectmen were members of any of these establishments that did not preclude them from voting on granting the licenses.

Neill entertained a motion for the Board to grant the Package Store All Alcohol Licenses for 2013 for Harrigan's of Hamilton and Community Package Store noting that there was no reason for the Selectmen not to grant the licenses. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.

Neill entertained a motion for the Board to grant malt and wine licenses for 2013 for the Hungry Fox, Hamilton Convenience Store and Crosby's Marketplace. He noted that there was no reason for the Selectmen not to grant the licenses. Stinson so moved. Johnson seconded motion. VOTE: Unanimous.

Neill entertained a motion for the Board to grant common victualler license renewals for 2013 for American Legion, Black Cow, Daniella's Pizzeria, Dunkin' Donuts, Crosby's, Hamilton Convenience Store, Hamilton House of Pizza, Hungry Fox, Jumbo House, Myopia Hunt Club, Weathervane Tavern, and 15 Walnut.

Selectmen will address common victualler license renewals for Hamilton Wenham Community House and Green Meadows Farm at the Board's meeting on December 17 once the Town receives finalized applications. Hubbard so moved. Stinson seconded the motion. VOTE: Unanimous.

Neill entertained a motion for the Board to grant the entertainment license renewal for 2013 for the American Legion for the Jukebox. There have been no complaints about use of the jukebox. Selectmen will address the 15 Walnut entertainment license renewal on December 17.

Neill entertained a motion for the Board to grant the amusement license renewal for 2013 for the American Legion video games. Hubbard so moved. Stinson seconded motion. VOTE: Unanimous.

Selectmen then addressed the renewal of Class II licenses for 2013. Neill entertained a motion for the Board to grant Class II license renewals for 2013 for: Hamilton Enterprises, A&M Motors, Mike's Auto, and KJ Motors. Hubbard so moved. Stinson seconded motion.

Discussion followed on language that Town has historically included in writing on the Class II licenses and Board has voted on that says no vehicles will be sold or stored on premises. Selectmen discussed the Zoning Board of Appeals decision relative to this restriction and Mike's Auto existing license where a ZBA decision was reached allowing Mike's Auto to sell used cars on premises at Mike's Auto location on Bay Road in Hamilton's business district downtown.

Selectmen then rescinded the motion and agreed that research should be done to understand details associated with ZBA decision relative to Mike's Auto Class II license and sale of related property. Neill entertained a motion for the Board to grant Class II licenses to Hamilton Enterprises, A&M Motors, and KJ Motors. Hubbard so moved. Johnson seconded motion. VOTE: Unanimous.

Neill entertained a motion for the Board to table its decision on Mike's Auto Class II license until the Selectmen's meeting on December 17. Johnson so moved. Scuteri seconded motion. VOTE: Unanimous.

Consent Agenda

Neill read the details about the items in the Consent Agenda.

Accept Donations

Patton Park Playground – General Donations

- Frederick S. Moseley, III - \$250
- 2 Depot Square Ipswich Charitable Foundation - \$25,000
- Rotary Club of Hamilton-Wenham - \$4,000

Patton Park Playground – Brick Campaign

- Daniella's Pizzeria - \$100

Approval of Minutes – November 19, 2012 – Regular Session

Neill entertained a motion for the Board to approve the consent agenda as read. Hubbard so moved. Scuteri seconded motion. VOTE: Unanimous.

Action Items

Selectmen met with Gordon Conwell Theological Seminary representatives relative to seminary's request to change street names on the seminary property. The Board of Selectmen is involved in the renaming of streets, even on private property in Hamilton, since this allows Town to have control relative to public safety. In response to an inquiry from Scuteri, GCTS representatives said their students will register to vote under the new street addresses although Essex Street remains their legal address.

Neill entertained a motion for the Board to approve the street renaming at Gordon-Conwell Theological Seminary. Johnson so moved. Stinson seconded the motion. VOTE: Unanimous.

Cemetery Perpetual Care Fund for FY'13 Cemetery purposes. Vote to appropriate \$20,000 from the fund.

Finance Director Deborah Nippes-Mena said that the Town officials have voted to appropriate \$20,000 from the Cemetery Perpetual Care Fund in years past for cemetery purposes. She noted that at the upcoming budget meeting, the Town officials need to decide how much Hamilton will draw down the fund since it only made \$2,000 last year.

Discussion ensued about interest currently in account, sale of plots and graves and principal in perpetual care fund. Nippes-Mena explained that monies received from the sale of plots and graves funds are used for the maintenance and/or expansion of cemetery. While the perpetual care fund receives money from individual owners for grave maintenance and only the interest from the fund as mandated by statute can be used for purposes defined by the Town not the principal.

Town officials noted that the appropriation vote was the agenda item so further discussion about cemetery funds and how they are allocated would have to be addressed at a future meeting as an agenda item. Selectmen expressed interest in understanding the reasoning behind having two salaried employees maintaining

the cemetery for a large part of their working time. Also to be discussed at a later date is whether or not the Town of Hamilton is interested in expanding the cemetery since it only has a few remaining plots. Hubbard was interested in discussing whether or not Hamilton should be maintaining a public cemetery.

Neill entertained a motion for the Board to approve the appropriation of \$20,000 from the Cemetery Perpetual Care Fund for FY'13 Cemetery purposes. Johnson so moved. Scuteri seconded the motion. VOTE: Unanimous.

Appointment of Brian Stein to the Hamilton Development Corporation

Neill entertained a motion for the Board to appoint Brian Stein to the Hamilton Development Corporation. Hubbard so moved. Scuteri seconded motion. VOTE: Unanimous. It was noted that the HDC is scheduled to meet on Wednesday.

Schedule Next Meeting – December 17, 2012

Discussion ensued about the Board meeting on first and third Monday nights of the month and scheduling work sessions on second and fourth Monday nights. Selectmen noted that December 8 meeting with Finance Committee would be an opportunity to kickoff discussion about revenue.

The Board will hold a work session on December 10 to discuss funding sources and finding revenue for the Town (i.e., anaerobic digester) and will hold its next regular Selectmen's meeting on December 17. The Board will not meet on Christmas or New Year's Eves.

New Business

Consideration of topics for future discussion

Neill summarized his topics for future discussion including: fundraising sources for the Town, committee policy regarding revenue, Selectmen's policy that provides responsibility guidelines for Board, list of ongoing and future capital projects (i.e., Patton Park pool, fields, bio-digester), future status of Capital Management Committee, non-tax income, Town by-law revisions (general and zoning) from a policy standpoint, future status of ECO and related policy, Engine #1 building (options will discussed with ZBA in winter), downtown development, Town manager contract negotiation, personnel policy, buildings and infrastructure, and policy decision on Town government reorganization.

Scuteri then presented her discussion ideas outlining how specifics from Special Act with Town Counsel Donna Brewer's comments should be used for the Board's action on a policy decision pertaining to Selectmen responsibilities (i.e., long range planning while Town manager is responsible for capital planning). Other items for future discussion would be to increase regionalization with other communities to cost share and improving cellular telephone coverage in Town.

Lombardo mentioned the Boston Architectural College effort done analyzing Town's workflow relative to employee location and renovating Town Hall space that should have a follow-up discussion next year. He noted that Town doesn't have funds for a renovation any time soon.

Johnson described how the anaerobic digester should be addressed as a separate capital management project to focus effort/productivity to move project forward. Also, he said that Hamilton and Wenham need to synchronize their finances better to reduce redundancy and commit to regionalizing function.

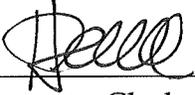
Hubbard said Town spent \$40,000 on consulting firm on Town government organization and reiterated need for follow-up, emphasized that conversation is needed with GCTS to relieve financial burden on Hamilton that seminary students' children necessitate by attending the public school system, fundraising versus tax burden to accomplish Patton Park pool and turf field at HW Regional High School improvements, analysis of overlap of services between Community House and Recreation Department programs, analysis of outsourcing in the cemetery department and other Town departments to save money, and marketing Hamilton with an eye to challenges realtors face and to improve property values.

Stinson mentioned his discussion items as cellular towers that could solve communication issue in Town and raise revenue as well as a strategic plan for all entities in Town to define where Hamilton is today and how the Town envisions itself for the future.

Neill suggested that these ideas should be defined on a list and would be used for agenda items during the Selectmen's work sessions. Hubbard noted that he is in favor of more Monday night Selectmen's meetings and fewer Board retreats. Neill noted for the Board's work session, members would sit around the table for discussion.

Neill entertained a motion for the Board to adjourn at 8:34 p.m. Hubbard so moved. Scuteri seconded motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:  12/17/12
Clerk