

**TOWN OF HAMILTON
BOARD OF SELECTMEN
JUNE 2, 2014**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, June 2, 2014 with Scott Maddern, Marc Johnson, Jeff Hubbard, David Neill and Jennifer Scuteri present. Town Manager Michael Lombardo, Finance Director Deborah Nippes-Mena, and Finance & Advisory Committee Chair John McWane also present.

Call to order

Scott Maddern called the meeting to order at 7:00 p.m.

Public Comment

None.

Town Manager's report

Town Manager Michael Lombardo mentioned retirement party for longtime resident Bob McCrae held at the American Legion Post. Lombardo is working with personnel at The Community House regarding potential for chamber music occurring at the Patton Homestead. The Boy Scouts will be using a section of Patton property to raise corn and pumpkins that will be given to Acord Food pantry, and used for a contest. The Town will be doing road repair work on Linden Street, Goodhue Street, Miles River Road and Bridge Street beginning with Linden Street (on June 4 from 7:30 a.m. -- 4:30 p.m.) for next two to three weeks. Contract negotiations are beginning with AFSCME unions. Planning Director's position has been posted and recruitment is underway with resumes being accepted. Lombardo is working out contract details for Public Relations/Information Officer position for Hamilton with former press secretary for Mayor Menino, and Lombardo plans to get this function up and running by July 1.

Chairman/Selectmen reports

Marc Johnson spoke to success of HW Regional High School Generals baseball team. Jennifer Scuteri thanked American Legion for Memorial Day events, and noted funeral for former Veteran's Agent Terry Hart. David Neill concurred with Scuteri's summary and noted his personal farewell as he finishes his term as Selectman in 2015. Maddern agreed with his fellow Board members and thanked HWRHS band for its community support, mentioned attending the candlelight night High School event, and his meeting with his counterpart in Wenham, Jack Wilhelm, regarding the Patton Park pool project.

CONSENT AGENDA

Maddern read items on Consent Agenda.

- **Appointment:** Matthew Tobyne to Hamilton Affordable Housing Trust for a 2 year term, expiring June 30, 2016 and as an Alternate to Planning Board.
- Permission to hang banner from poles at the Senior Center promoting the 2014 Summer Concert Series **Sundays in Patton Park**. Banner will be displayed from June 3 through August 3. Jeanne Maurand for The Community House, provided highlights for summer music series including rain venue at Asbury Grove tabernacle, Sunday nights, 5:30 to 7:30 p.m.
- One Day Liquor Licenses – **Gourmet Delights Catering** for an event June 13, 2014; **Green Meadows Farm** for an event June 8, 2014; **Essex County Trails Assn.** for an event June 21, 2014.
- **Approve Minutes** for Regular Session – May 19, 2014.

Maddern entertained a motion to accept the Consent Agenda as read. Johnson so moved. Neill seconded the motion. VOTE: Unanimous.

AGENDA

Discuss Town Clerk appreciation, retirement and interim appointment replacement process

Maddern explained that a letter had been received from Town Clerk Jane Wetson regarding her retirement this summer. A Board letter will be sent to Wetson thanking her for her service as Town Clerk in the last 10 years.

Discussion ensued on Lombardo's memo regarding next steps about interim appointment and small search that the Town manager would do to find someone to fill in for Town Clerk until Town gets to next election period. Discussion was on whether or not Board members would assist with the candidate review process or if the Town manager should make the decision. Jeff Hubbard and Johnson volunteered to work with Lombardo in the process.

Neill summarized history of Town clerk position being an elected position and the interim Town clerk was the assistant in the office who has been seamlessly appointed until becoming elected Town clerk and serving until retirement. He noted that this process has worked for 40 years. Lombardo said this option could be discussed but

there are circumstances surrounding the present situation that may not work this time to have the current assistant step into the position. He added that the position will remain elected rather than appointed. Lombardo said he was not ready to discuss publicly recommendations in the letter from Wetson, and he would meet with Johnson and Hubbard to decide how to proceed with interim appointment before next Town election. After that meeting occurs next steps will be communicated to the public. Jennifer Scuteri and Hubbard acknowledged the effort that Wetson brought to the Town clerk's position.

Discuss Town Manager review process and goals

Maddern noted that Jeff Stinson is no longer available to assist with this process. He reported on conversation he had with human resources director for the town of Lexington. That municipality has a simpler form for this process that focuses on community service and operating a town. This form was reviewed with Lombardo. The Board members would complete the form and meet with Lombardo for face-to-face interaction and then a written compilation of Board input would be completed for the Town manager's review.

Maddern mentioned that goals for the Town manager are currently not in place. He recommended the Town manager's review be done in June and suggested the Board set the Town manager's goals in July during a Board working session.

Discussion ensued about whether or not Board members would weigh in on the form received from Lexington (that has been well received by Town managers) and if the review form currently used is satisfactory. Neill questioned why the existing process would have to be changed. Scuteri noted her conversation with Stinson on the Lexington form that had sections for personal input but did not weigh areas against one another as is done with the current process. Hubbard asked about if there were existing goals to evaluate the Town manager in his review. Johnson described how the Lexington form has the review follow the goals. He added that no goals for the Town manager were set last year (i.e., work on landfill was measured in Lombardo's performance). He was in favor of measurable goals and was ready to move forward with either review process especially one that has buy-in from Lombardo.

Lombardo summarized that new evaluation tool was more succinct than the existing form used by the Board for his review and was more directly geared towards his responsibilities and his work. Discussion ensued about how the Town manager's contract specifies bi-annual review so if the new evaluation tool is used, goals would be

set and another evaluation would occur as measurement against goals leading up to the next review cycle in the fall.

Maddern will email the new evaluation tool to the Board. Any pieces that Selectmen believe should be included from the previous review process would be corresponded with Maddern within the next week. Once a form is finalized and after receiving input from the Board, he'll consolidate the information into one mechanism to be used and discussed with Lombardo for his evaluation.

Update and discuss next steps re: replacement of American Legion pool at Patton Park

Maddern summarized results of his meeting with Wenham Selectmen Chair Jack Wilhelm stating that Wenham wants to engage with Hamilton on the Patton Park pool project. Although Wilhelm mentioned that if Hamilton has a timeline to move forward independently from Wenham on the pool project that is fine since it is a Hamilton asset that may require a STM and Wenham residents would be prepared to pay user fees.

Discussion ensued about whether or not Hamilton would do the pool project itself or if Wenham would contribute 1/3 of the cost. Also, Wenham has a process for this type of project including with its CPC, and a fall STM meeting on the matter would occur too soon for that community. Maddern noted that Hamilton has already spent a lot of funds on design costs and the ultimate project result was more than the Town could afford.

Maddern reiterated the interest by both Hamilton and Wenham for a pool and need to reassess project to be affordable. He added that earnest planning between the two municipalities would be needed to identify an affordable pool that meets recreation programming needs, and to accomplish the goals of working together on the project and getting a pool open by next summer. Also, that a joint Selectmen's meeting should be held to discuss this topic since it could be challenging for Hamilton to do this project independently and prepare for a STM, RFP and bid process within a tight timeframe.

Scuteri described her conversation with Wenham Selectman Catherine Harrison who is supportive of the pool project and interested in a joint endeavor between the two towns. Scuteri stated her belief that the new configuration of Wenham Board of Selectmen is more supportive of pool project than was the case historically. Scuteri emphasized importance of the pool as a valuable community asset for the two towns and need to keep the project moving forward.

Neill concurred with essential involvement with Wenham and Selectmen counterparts on the pool project. Johnson stated that Hamilton going forward with the project alone and just getting user fees from Wenham would not be viable financially and would put disproportionate burden on those users. Hubbard agreed with the need for Wenham's participation in the project as an equal partner to get the right size pool. McWane said it was critically important to have Wenham as a partner in the project even if it is two summers without a pool but both towns will contribute to the new pool.

Lombardo described meeting with Finance Director Deborah Mena, DPW Director Bill Redford and Recreation Director Sean Timmons to understand what can be accomplished this summer regarding the pool project. It was concluded that there is no benefit to bringing a pool proposal forward this summer or fall since it is likely the Town would lose the pool season next year. Also considered were increasing construction costs relative to how much a pool will cost. Town officials believe the best approach to successfully plan for and fund a pool project is getting buy-in and bid out to know what is being funded. Maddern agreed that is the most practical strategy.

Maddern suggested that he and Neill could meet with their Wenham counterparts to represent the Board in a discussion on pool project due to scheduling and keeping momentum going. Hubbard and Johnson opined that there should be a meeting with full boards of Selectmen to discuss a host of topics. Neill concurred with Maddern's suggestion for an initial meeting on status of swimming pool and to discuss expectation for two towns to provide pool for the joint Recreation Department. Agenda items could be set for when both boards meet. Scuteri agreed that a meeting should occur with the full boards to discuss multiple topics on sharing and this could happen after initial meeting with Maddern and Neill. Neill stressed importance of reaching an immediate decision on pool. Bill Dery, Chebacco Road, expressed support for discussed approach.

Discuss new Hamilton BOS goal: 3-year financial plan

Discussion was about criteria for structuring 3-year financial plan that was addressed by Maddern and McWane representing their Town boards and how it would apply to Town and school budget planning in preparation for September. This could foster Board debate about policy drivers for financial forecast such as capital, growth rate and expense, tax rate and tax bills as well as property values. Budget debate at Town Meeting would tie back to these policy drivers.

McWane described how a financial planning tool would be used differently than in the past for budget process using an estimating goal (i.e., tax bill for a \$400,000 home will

not go up more than \$100). The planning tool would look at end result and impact budgeting variables based on factors that the Town controls such as Free Cash, operating expenses, and how much debt Hamilton can absorb (i.e., Town and schools) and how to stay within goal for tax rate.

Johnson explained that the tool has to reflect realistic input which can be useful for decisions in areas where the Town has control (i.e., percentage of growth). He will create a graphic view of the financial plan. Hubbard noted how the schools received support on ask for capital maintenance projects when cost was identified early on in process. Neill suggested that the Town's 3-year financial plan should be synchronized with school financial plan. McWane said that process would allow Town to understand impact of school cost on tax rate. Scuteri stressed importance of adhering to policy decision on how tax rate will go up rather than being presented with additional budget items, for instance from HWRSD, and allowing budget increases to be higher than agreed to initially.

Maddern mentioned that he has discussed proposal for a 3-year financial plan in Hamilton with Wilhelm and the goal to get this done by September. Maddern agreed with next step to engage in this planning with Wenham and HWRSD. The policy tool is intended to understand impact and used to make decisions on backlog of capital projects for the Town and school to coordinate what projects are brought forward based on what can be funded at Town Meeting.

Detailed review of Town Personnel Policies

Discussion ensued about Selectmen's review of Town Personnel Policies and level of detail that was evaluated by Town staff including legal review, relevance with M.G.L., currency, and civil service areas removed. Discussion addressed how Town staff has been reviewing policies and if Board does not have comments then the review process can move forward expeditiously. Lombardo mentioned that the best practice human resource policies were created gleaned from what is working in other jurisdictions and based on the Town's labor counsel input to put the Town in its best position.

Neill acknowledged that the policies document was succinct. Discussion was on how the policies addressed how the Town Hall would be closed the evenings before Christmas and New Year's Eve, and that there is no Town charter. Lombardo noted that the spirit of the policies remains essentially the same relative to requirement for Town staff. Policy additions will cover workplace violence, social media, cellphone use, and visitors.

Discussion was on how the Personnel Policies document has been updated to be relevant with substantive content (i.e., benefit structure) remaining the same. Also, that it is not practical to supply Board with a red-lined version of document and that an entirely new format is being used. Discussion addressed how the policies document synchronizes with union contracts, and that when labor contract does not speak to a certain topic then these policies apply. Hubbard asked if employees would be weighing in on policies, (i.e., how Town would address staff time relative to Thanksgiving holiday), and he offered to provide feedback on visitor policy. Board members will provide their comments on policies to Town staff.

Set date for next Board of Selectmen meeting

The next Board of Selectmen's meeting will be held on June 16. A recommendation on next CIP tool meeting will be given to Board by end of week.

NEW BUSINESS

Consideration of topics for discussion at future Selectmen's meetings

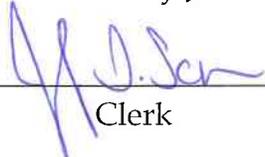
The Board will address liaison roles for members, Board of Selectmen goals, input on Town manager's goals, re-appointments and new appointments to be completed this month, and revenue generation ideas (i.e., cell tower).

EXECUTIVE SESSION

Maddern entertained a motion to enter into Executive Session at 8:45 p.m., pursuant to M.G.L. c.30A, sec. 21 (a)(2), for the purpose of a strategy session regarding current and future negotiations with AFSCME union and not to return to open session. Hubbard so moved. Johnson seconded the motion. Roll call vote: Hubbard, yes, Johnson, yes, Maddern, yes, Neill, yes, Scuteri, yes.

Respectfully submitted by Jane Dooley, Minutes Secretary

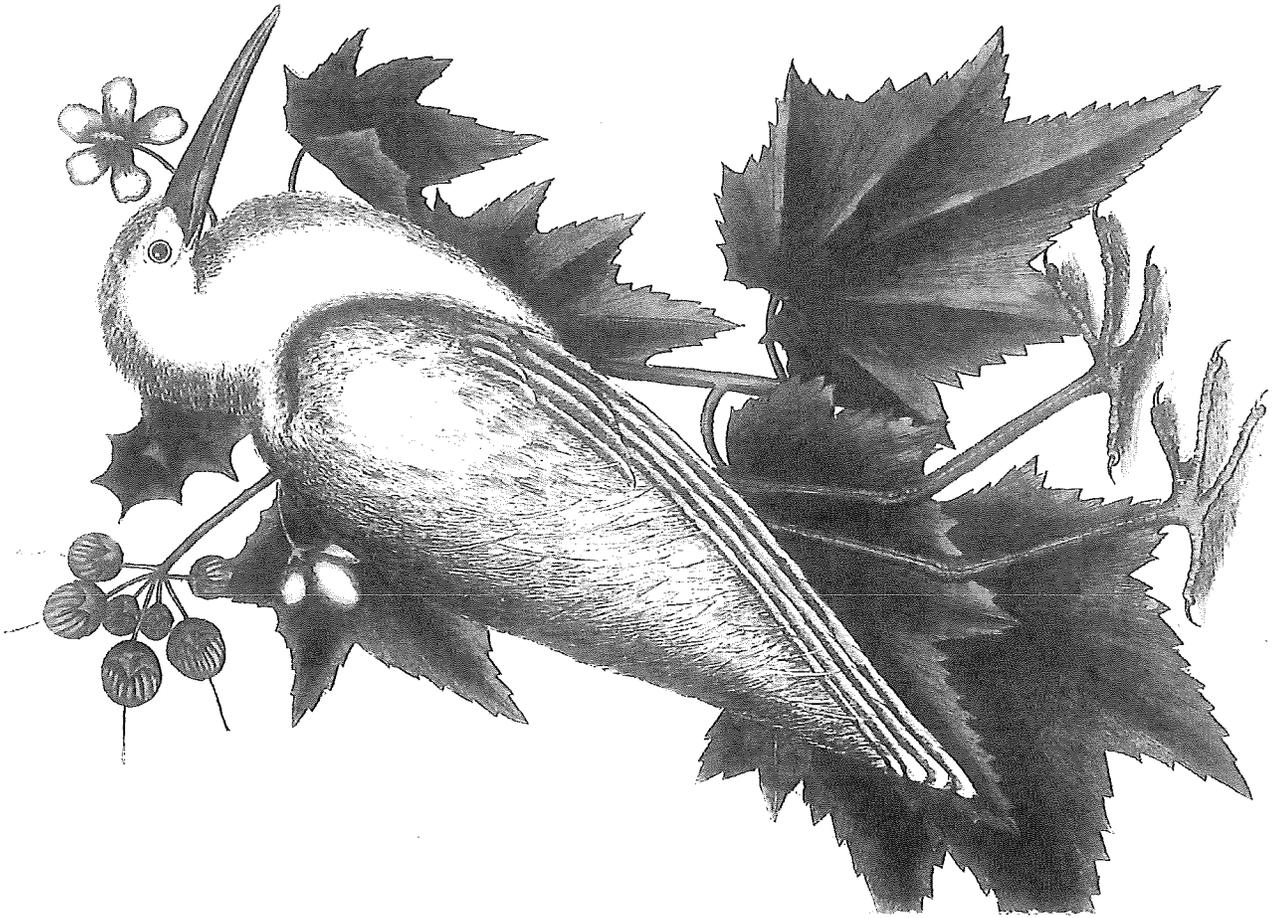
ATTEST: _____


Clerk

Thanks Mike,

For assisting with
getting my party put
together, I really
appreciate the thoughts
and work you and
everybody put into
the wonderful time I
had that day at the
Legion Hall God Bless you all

Bob McRae



Patton Archives Open for Tours in July

For the first time portions of the Patton Family Archives will soon be opened to the public. Archivist Carol Mori will offer tours of the Homestead's military and family memorabilia four Wednesdays in July, by appointment. The tours give a glimpse into the military and family life of the Patton's.

Participants will see the library and office constructed by Gen. George S. Patton and his wife Beatrice Ayer Patton, for their retirement; Viet Nam era memorabilia collected by Maj. Gen. George S. Patton; family equestrian photographs and other items. The Archives are administered by Gordon College's Institute for Public History, its Archivist and Gordon College student interns.

Tour dates include July 9th, 16th, 23rd and 30th. Tours will be offered on the hour from 10 AM to 1 PM and will last approximately 45 minutes. Tours are limited to 10 people per hour. After each tour people are free to walk the Patton Homestead grounds, weather permitting, now the property of the Town of Hamilton

All tours are free but by reservation, for adults and children age 10 and above. Reservation may be requested by email at:

PattonArchives@gmail.com

Or telephone: [978-468-1849](tel:978-468-1849). All requests will receive a response.

The Patton Homestead is located at 650 Asbury Street in So. Hamilton.

End

Jane M. Wetson
261 Asbury Street
Hamilton, MA 01982

May 23, 2014

Dear Michael Lombardo,

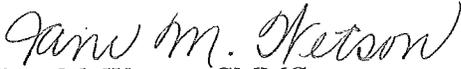
Please accept this letter of resignation as notice of my retirement on August 1st, 2014. It has been an honor and a privilege to serve as Hamilton's Town Clerk for 10 years. I have enjoyed coming to work each day because the people with whom I work make a great team and address the immediate needs of the public. This office has a dual purpose—Town Clerk and Elections. It plays an important role in the function of Town government and I believe the responsibilities require two full time employees. The mandates from the State and the numerous Town Meetings and Elections require many extra hours of work. As I am getting older, it is important to me to spend more time with my family.

The citizens of Hamilton are fortunate to have the Town Hall, DPW, Fire and Police staff serving us each day. The employees in these departments work tirelessly, going above and beyond, to fulfill the needs of the residents. As I talk with other clerks, I realize that it is rare to have such a wonderful staff and that is what makes Hamilton so *'special'*.

Andrea Carlson, Administrative Assistant, has worked with me since 2010. She is a dedicated employee who will serve the residents with her knowledge and love for the Town. Please consider appointing her as Acting Clerk until the next election.

I thank you for your cooperation over the years in working with my office. The men and women of our Town Hall, DPW, Fire and Police are truly an extension of my family and I am sincerely grateful for their friendship. They will forever remain in my thoughts and prayers.

Sincerely,


Jane M. Wetson, CMMC
Town Clerk

cc: Scott Maddern, Chairman
David Neill
Jeff Hubbard
Jennifer Scuteri
Marc Johnson

