

**TOWN OF HAMILTON  
BOARD OF SELECTMEN  
JULY 28, 2014**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, July 28, 2014 with Scott Maddern, Marc Johnson, Jeff Hubbard, and Jennifer Scuteri present. Town Manager Michael Lombardo, Recreation Director Sean Timmons, and HW Recreation Board member Phil Tocci also present.

**Call to order**

Scott Maddern called the meeting to order at 7:00 p.m. He announced details about Verizon cable television rate increase.

**Public Comment**

None.

**Town Manager's report**

Town Manager Michael Lombardo reported that send off for retiring Town Clerk Jane Wetson would be at Town Hall on July 31 with parking at the senior center and public safety building where attendees could carpool to event. Also, that Finance Director Deborah Nippes-Mena was moving to Florida but she would assist the Town including with transition to her replacement until she leaves on November 1. The job description for her position will be updated. He wished Wetson and Nippes-Mena well as they pursue new paths.

Discussion ensued with Jeff Hubbard who suggested consideration be given to assessing Town's needs for a Finance Director to evaluate if position could be filled less expensively (i.e., by outsourcing functions including HR and payroll). Lombardo explained that current position amounts to one and a half positions including functions for Finance Director and Town Accountant. Consideration is being given to possibility of creating two positions rather than replacing the one.

**Chairman/Selectmen reports**

Jennifer Scuteri noted that reduced cellular telephone coverage in Hamilton is becoming an emergency issue especially for some local young families that do not have land lines. She recommended Board move its goal to work with vendors to improve service in

Town higher on its priority list. Maddern and Lombardo concurred that this could be addressed during the next working session on Selectmen's and Town manager's goals and objectives for next year. The cell tower project would require an RFP that would correspond with Town's cell tower by-law. On another subject Scuteri mentioned that she thought Hamilton looked great.

Hubbard spoke to positive spirit surrounding success of Hamilton baseball teams, merchants' productive fundraiser for food drive for Acord, merchants' interest in reinvestment of Town's Meals Tax revenue for downtown such as banners on telephone poles or flowers, as well as the merchants' preparations for Fall Festival.

He opined that a recent Planning Board meeting was disturbing regarding appointment of two associate positions and Town's role as partner in Patton property housing project. Hubbard opined that the Town was usurping the Planning Board's role in voting for the associates relative to amendments to Planning Board vote taken on one of two originally considered candidates and mentioned that two additional candidates had been put forward for the associate positions. Maddern referenced the Selectmen's Code of Conduct that speaks to a Selectman being part of a team and responsibility to abide by and carry out Board decisions once they are made. He mentioned the thorough debate and firm decision the Board had reached on the Planning Board associate positions and noted Town Counsel Donna Brewer's support on the matter.

Marc Johnson reinforced the success of Little League team. Maddern summarized that FinCom has new chair, Rick Sprenkle, and said that Committee has reviewed three-year financial plan for Hamilton and has advice for the Board. Also, the kitchen is in at the Senior Center where Meals on Wheels will be served, and the Patton Park summer campers and counselors had sent birthday cards to ill youngster Danny Nickerson in Foxboro.

Maddern briefed the Board on pool working group comprised of Selectmen from Hamilton and Wenham as well as the Joint Recreation Board members. He explained that Wenham will not have a fall Town Meeting so discussion has been on how to fund design of a proposed pool project possibly with seed money from the Recreation Revolving Fund in an effort to apply for CPA funding. Also being considered for the pool project is location including a portion of the Fairhaven Field at the Recreation Center versus Patton Park without altering the use of that field; this spot is on the Wenham border. Hubbard opined that this was the first time he was hearing that a pool working group existed, that the relationship with Wenham needed to be worked on and conversation should include pool, turf field, etc. in a joint meeting with Wenham Board

of Selectmen. Johnson expressed his impression that Maddern and his counterpart Jack Wilhelm were bringing Wenham along regarding the pool project relative to CPC and CPA funding. Scuteri weighed in and noted that there was a televised conversation about the role of Maddern, Neill and Wilhelm (who had said Wenham was not ready for a joint meeting) on the pool project. Maddern responded to Hubbard who had reiterated his opinion on the matter, about how he would update the Board on ad hoc meetings with officials from both towns and Recreation Board relative to cost, size, and timing on pool project.

## APPOINTMENTS

### Reappointment of 55 Poll Workers for upcoming Town meetings and elections in FY'15, as per attached list

Johnson moved to accept the reappointment of 55 poll workers as part of list that Town Clerk Jane Wetson provided. Hubbard seconded the motion. VOTE: Unanimous.

## CONSENT AGENDA

Maddern read items on Consent Agenda.

- Permission to use Town roads: **Asbury Camp Meeting Corporation** requests use for a Duathlon on Saturday, August 4, 2014;
- **Neurofibromatosis, Northeast** requests use for 4<sup>th</sup> Annual Coast to the Cure bike ride on Saturday, September 6, 2014; and A Reason to Ride for brain cancer research at **Beth Israel Deaconess Medical Center** requests use for its annual bike ride on Sunday, September 7, 2014.
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- **HW Community House** request to extend permission to hang banner promoting Sundays in Patton Park one week until August 10, 2014. The Summer Concert Series has been expanded.
- **Approve Minutes** – July 14, 2014 Regular Session and Executive Session

Maddern entertained a motion to accept the Consent Agenda as read. Hubbard so moved. Johnson modified the Consent Agenda to include the approval of minutes for July 14, 2014 Regular Session since an Executive Session was not held on that date. Scuteri seconded the motion as amended. VOTE: Unanimous.

## AGENDA

### **John Morris of Beauport Ambulance to present 1<sup>st</sup> year review**

John Morris presented statistics relative to first year anniversary for Beauport Ambulance providing Council on Aging transportation and emergency ambulance service in Hamilton. He summarized that for the ambulance service there were 547 total requests: 265 - ALS, 147 - BLS and 132 - cancelled as refusals (i.e., patients that are responded to in automobile accidents that do not go to hospital).

The average response time for a Beauport ambulance to get on scene is five minutes and two seconds. The current contract calls for an ambulance to be on scene in less than six minutes and 59 seconds greater than 85% of the time. Beauport did that greater than 92% of the time. In the last year Beauport received three requests for additional ambulance resources from area communities.

Beauport's total transports were 2,023, double the 981 in 2012, with 1,321 for medical appointments, 608 for shopping/leisure, and 94 transports to a rider's work. Morris attributed the higher number of transports to larger geographic area covered by Beauport than former ambulance service. He stated that the average wait time for a return vehicle is 11.25 minutes. However, at times residents have waited nearly an hour to be picked up due to busy work schedule or a miscommunication about pick-ups.

Johnson and Scuteri acknowledged how this working relationship is working well. Morris said that there are a lot of repetitive clients with 42 seniors who are 60 years old or older being transported. Discussion ensued with Hubbard about how the transports are accounted for as separate delivery and return trips. Hubbard mentioned how at the outset of Beauport's service some of the drivers were getting lost and noted that has improved. Morris recognized where there have been some areas for improvement that have been addressed. Lombardo stated that there has been a stellar working relationship with Beauport.

### **Sean Timmons, HW Recreation Director will provide a status update on turf fields**

HW Recreation Director Sean Timmons and Phil Tocci of the HW Joint Recreation Board spoke to the Recreation Master Plan stating that the two towns have inadequate playing fields by three or more especially since the introduction of flag football, and softball at the HWRHS. The options are to create more fields or leverage existing fields

(this could be done with an artificial turf field which allows 500 more uses than a grass field per year).

Discussion addressed turf field working group comprised of representatives from the Recreation Board, youth sports organizations and HWRSD. The group has worked with Gale Associates on its proposal to review facilities assessment relative to how fields are used, to do two public outreach sessions relative to HWRHS and town athletic field needs, to provide a schematic design and cost estimate for turf field at High School, as well as renderings and drawings that would be done with fund raising goal developed.

HWRSD school administrators are interested seeing a positive vote from the Boards of Selectmen in Hamilton and Wenham to support the Gale Associates proposal. Johnson suggested that the Recreation Master Plan model the Town has already paid for should not require any additional funding to add two more sports leagues to determine insufficiency of the Town's athletic fields. Also, that the Town has learned that Gale Associates was not an expert on pools. Timmons explained that the proposal not to exceed \$8,000 cost was to pay for additional review. Maddern noted that Jeff Sands from HWRSD highly regarded Gale Associates relative to field development.

Discussion ensued about how the Gale Associates proposal would cover ADA accessibility and any other programming beyond a turf field that could be used at the HWRHS site so it could be brought up to code. Scuteri addressed how CPA funds have a restricted recreational use and the need for privatized funding or tax dollars. Hubbard reiterated his opinion about the importance of the Selectmen meeting with their Wenham counterparts. He added that the turf field should be a financially driven process and Hamilton and Wenham need to be clear about what CPA funding would pay for. Also, that the HW School Committee declined paying \$6,000 for this process. Hubbard suggested that there is going to be a financial limit as to what Hamilton can contribute to a turf field and opined that the Town has learned from the pool project process which should not be repeated.

Discussion was on how some members of the HW School Committee had reservations about spending funds for the Gale Associates proposal because whether or not the Hamilton and Wenham selectmen support the concept of a turf field was unknown. Maddern explained that before the towns can move forward with fund raising for a turf field, the steps that Timmons identified have to be done first especially regarding the recreational usages at the High School and other public properties in Town such as Patton Park. Johnson said he was now comfortable with the \$8,000 cost that could be paid for by Hamilton, Wenham and HWRSD to assess size and scope of recreational

uses and that collectively fundraising would be done for a turf field. Scuteri mentioned that private fundraising would be needed and suggested the possibility that some of the proceeds from the Patton property housing could be applied toward the turf field. Discussion was about operating as well as capital costs and if there would be any revenue generated by a turf field relative to the amount of uses and if lights and stands would be included. Timmons has an upcoming meeting on this Gale Associates proposal with town officials from Wenham and plans to go back to the HW School Committee.

Johnson moved that the Board of Selectmen support moving forward with Gale Associates proposal. Scuteri seconded the motion. Hubbard asked that the plan for the turf field be put in writing with information about which Town Meeting is being targeted as well as steps that have occur including the \$8,000 and other milestones. Discussion addressed how additional turf field working group meetings have been scheduled. Tocci spoke to the Gale Associates proposal as a necessary first step for a professional opinion to understand assessment of field usage and the details associated with making a turf field a reality and to save the communities' parks. VOTE: Unanimous. Hubbard opined that it is not predetermined that the proceeds from the sale of Patton property would be directed to the turf field.

#### **Open Warrant for the Fall Special Town Meeting, scheduled for October 4, 2014**

Johnson moved that the Board open the warrant for the Fall Special Town Meeting scheduled for October 4, 2014. Hubbard seconded the motion. VOTE: Unanimous.

#### **Appoint Interim Town Clerk**

Lombardo said that due to the living situation with staff in the Town Clerk's office and the logical choice for a replacement Town Clerk, retired Town Clerks Fred Frithsen and Wilma McDonald will fill in on an interim basis until the next Town election in April when a permanent Town Clerk is elected. The interim Town Clerks will be paid an hourly rate with no benefits and workdays will be from 1 to 4:30 p.m. depending on the workload and they will support Administrative Assistant Andrea Carlson especially with any upcoming elections. Lombardo noted that retiring Wetson has been an integral part of Town Hall and he expressed support for this interim solution which the Board members concurred with this approach. Maddern entertained a motion to accept Lombardo's recommendation to appoint an interim Town Clerk. Hubbard so moved. Johnson seconded the motion. VOTE: Unanimous.

Town Manager Evaluation

Maddern summarized how all Board members met with Lombardo and there was a written evaluation. The next review will be measured against goals. The collective input was that the Town manager consistently meets expectations in carrying out his responsibilities and the overall quality of his work is good. He exceeds expectations in personal and professional organization and integrity. Maddern noted that Lombardo always puts the Town first in his approach to the work. In addition, three or more Selectmen did not see any criteria that needed improvement in Lombardo's performance. Maddern commented on the good job that Lombardo did for Hamilton and mentioned the excellent advice he provides as well as his professional forthrightness. Johnson thanked Lombardo for doing a good job and said he looks forward to the next evaluation that would include goals.

Hubbard opined that he tried to communicate in his role as Selectman and report to residents. He stated that his opinion was different about the Town manager than what Maddern had reported and this is what he hears from a significant number of Town employees, residents, volunteers and people from neighboring communities. He offered to provide a copy of his review to the public.

Scuteri mentioned how she and David Neill have also worked with a Town administrator form of government in Hamilton and that the conversion to the Town manager form of government has been a wonderful, professional change. She stated that Lombardo is doing a great job and emphasized the importance of the Board being clear with the Town manager about Selectmen's goals and asked for feedback on how the Board could work differently with the Town manager.

Lombardo responded that there should be a dialog about goal and objectives and stated that overall it was a good fit. He mentioned that it was unfortunate that there are individuals who, despite being widely in the minority, continue to espouse their position as being pre-eminent. Lombardo will decide if he will respond in writing or not to this. He has tried to be open-minded in hearing that input but often does not find factual basis for anything substantiating that position. He noted that some individuals in Town do not respect or appreciate the Town manager form of government and would prefer this structure was not in place. Lombardo stated that the Town is progressing and excelling and noted that there are financial challenges especially relative to capital needs and resources. He added that due to his concern for the community he staunchly takes positions as he observes the true best interest of the Town and that healthy discourse on challenging topics is good.

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Maddern reiterated that Lombardo exceeds expectations in personal and professional organization and integrity. Most of the Board members thanked Lombardo for his work and stated that they look forward to the next review. Hubbard clarified that his review was of the Town manager's performance, and that he supported the Town manager form of government.

Set date for next Board of Selectmen meeting

The next Board of Selectmen's meeting will be held on Wednesday, August 13.

**NEW BUSINESS**

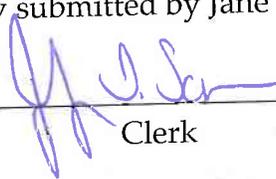
Consideration of topics for discussion at future Selectmen's meetings

Topics will include AFSCME contracts, personnel policies with comments from department heads, CIP, cell phone coverage plan including involvement with Planning Board about setbacks and by-law as well as technical discussion with interested landowners from non-Town sites that would require a special permit (Maddern will speak to Jeff Melick), and five finalist interviews for Planning Director where Planning Board will provide recommendations for top candidates.

Maddern entertained a motion to adjourn at 8:41 p.m. Hubbard so moved. Scuteri seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:

  
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Clerk