

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

The Board of Selectmen met at Hamilton Town Hall at 6:00 p.m. on Thursday, October 2, 2014 with Scott Maddern, Marc Johnson, Jeff Hubbard, and Jennifer Scuteri present. Town Manager Michael Lombardo, Finance Director Deborah Nippes-Mena, also present.

Call to order

Scott Maddern called the BOS meeting to order at 6:00 p.m.

AGENDA

Consider any additional articles for inclusion on the Warrant for Special Town Meeting set for October 20, 2014. Discuss. Vote.

Discussion ensued about how the STM warrant is complete since Town Counsel Donna Brewer has opined that an additional STM article on declaring space at Patton property was not needed and wording of motion at ATM on Patton article was consistent with the Selectmen's discretion to bring forward the housing project. Town officials are working with the developer to structure the housing application since he questioned if any procedural changes were needed. The application will be resubmitted. The approach to the project will not change so there is nothing to clarify relative to the Board's discretion in a new warrant article.

Vote to close Warrant for STM set for October 20, 2014 at HWRHS.

Discussion was on Free Cash article for \$100,000 that originally was to lower the tax rate. It will now be used to reduce the cost of the new fire truck. The motion to be made at STM will include the use of \$100,000 of Free Cash as part of the purchasing of and borrowing for fire truck (\$86,000 annual cost). Brewer has concurred with the clarification on this article.

Maddern entertained a motion to close the warrant for STM. Marc Johnson so moved. Jennifer Scuteri seconded the motion. VOTE: Unanimous.

Discussion with resident Bill Dery addressed debt exclusion for purchase of fire truck to be done in April via a ballot question. Also discussed was accelerated delamination and

corrosion on ladder truck and how quint truck will solve problem of need to replace ladder and pumper trucks. Dery expressed his concern about the inspection of Town vehicles since the extent of deterioration of ladder truck was not identified last year.

Discussion of Town Manager's Goals (moved up from October 14th meeting)

Discussion was on downtown improvements and Hamilton Development Corporation moving this forward in 2014. Scuteri and Jeff Hubbard advocated moving maintenance (i.e., sidewalk to 300 Main Street and former Mike's Auto body location) and improvements for the downtown higher up on Town Manager's goals list. Hubbard mentioned the \$65,000 collected annually in Meals Tax and how nothing significant to improve the downtown has been done with this money by HDC.

Johnson opined that the Town Manager has day-to-day responsibilities (management of downtown) that do not rise to being placed on the goals list. He said the HDC would like the bench and banners projects to move faster. He reiterated that more should be done downtown but said this should not be added to the Town Manager's goals list.

Maddern suggested there is a good review process with the Town Manager and goals will be added that rise above the day-to-day activities and proposed the goal priorities as:

Town Manager Goals, October 2014



Hamilton, MA

1. Generate revenue with the Patton housing development

Utilize the inputs of Town Meetings, the Patton Advisory Committee and relevant boards and committees to obtain \$1.15m in a one-time payments and approximately \$150k annually in taxes via the development of 12 reasonably price houses.

2. Propose a replacement for the Pool jointly funded with Wenham

Utilize the inputs of Town meetings, Joint Rec Master Plan, Joint Recreation Board and pool working group with Wenham to propose a conceptual design and funding of the Veteran's Memorial Pool to voters at the April 2015 annual town meeting.

3. Create more operational efficiency in Town government

Utilize inputs from the Finance and Advisory Committee and 3-year financial forecast to identify and propose efficiencies in Town government for FY16. Identify more efficient use of Town Hall by our employees that could improve service, access by our citizens, and helps educate citizens on the need for Town Hall renovations.

4. Combine services with Wenham

As part of the FY16 budgeting process meet with Wenham officials to identify services that might be combined to offer improved customer service to our citizens while, to the extent possible, lowering operational costs.

5. Increase Cell Phone Coverage for Hamilton Residents

1. Engage community to assess support for expanded cell phone coverage and provide input on cell tower locations, reporting a summary in February at a public forum as well as at Annual Town meeting.
2. Solicit proposals for cell towers on Town owned property and receive responses by January 31, 2014.
3. Develop revised draft of the Town's cell phone bylaw by November 30, 2014 and execute process for review by the Planning Board.
4. Engage Town Boards to garner input and support for revisions to the bylaw at the 2015 Annual Town Meeting.

Scuteri mentioned the importance of difficulty for vendors with permitting related to the Fall Festival merchant event, and for another organization with parade insurance. She suggested that there should be short term as well as long term goals that could include making Hamilton a better place to live.

Town Manager Michael Lombardo weighed in stating that the downtown improvement projects from HDC had been put in front of Town without an implementation plan and that consideration has to be given to finding staff or contractors to do the work. Town Hall staff time has been provided to HDC to get the Corporation off the ground. Effort to expedite the bench project is being done relative to state bid and what work contractor will do. Discussion was on how HDC should be executing itself rather than setting goals and priorities for Town officials.

Hubbard expressed his disagreement due to the need for effort downtown to make Hamilton a better place to live (he noted the success at the Hamilton crossing property and potential to improve residential property values and reduce tax rate) which could be more than a new pool, and recommended the downtown improvements be a future Selectmen's meeting agenda item. Johnson reiterated his belief that improving downtown was important but it is not a Town Manager goal beyond his day-to-day work. Also, that HDC is trying to provide Meals Tax funds for downtown for beautification and concurred it should be a future agenda item. Scuteri expressed her concurrence with Hubbard where some Meals Tax funds could be allocated for downtown, her belief in the importance of a pool for the Town, related potential for property values and reduction in tax rate, and that Town Hall staff is stretched so perhaps HDC could hire staff. Discussion was on upcoming meeting with HDC to discuss its annual plan, possible reallocation of funding and that discussion should occur during budget process. Maddern agreed with proposal for future Board discussion on downtown improvements.

Discussion ensued with Hubbard addressing use of SMART goals form for Town Manager and how milestones should be used to measure the manager's performance. Maddern noted that the SMART goal process was used so the goals are actionable, and have relevant deadlines, when possible. Lombardo weighed in saying that the broad goals are appropriate and reasonable and noted expectation relative to economic reality and available staffing. Hubbard opined about goal # 4 and how the Town Manager would be measured against that goal relative to his performance. Maddern noted that part of the goal is FY'16 budget process and that progress could be evaluated from speaking to Finance Director and Finance & Advisory Committee. Scuteri opined that her expectation for the Town Manager against goal #4 is when opportunities arise such

as fire truck purchase then meetings should occur about sharing with a large expenditure. Maddern noted that the best practices from other communities' goals would be incorporated into the Town Manager goal setting process as the Board works towards agreeing to top priorities and assessing them. Johnson noted lack of specificity in the Town Manager goals identified especially related to #4 goal and how that could impact outcome of carrying out goal.

Discussion was on how it is not practical for the Town Manager to quantify in advance how many hours it would take to implement and complete the broad goals presented by the Board. Johnson suggested that the Town Manager can update the Board on where he is with the goals (and that Lombardo might use multiple staff resources). Hubbard opined that the Town Manager could summarize in writing what his plans are to achieve the goals so there is a mechanism for measuring progress on the Town Manager's goals determined by the Board during a six month review process.

Maddern entertained a motion to approve the five goals for the Town Manager as discussed (see table above in minutes). Scuteri so moved. Johnson seconded the motion. VOTE: 3-0-1 with Hubbard abstaining.

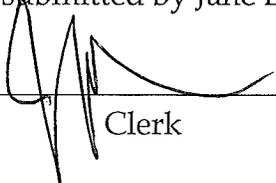
NEW BUSINESS

Consideration of topics for discussion at future Selectmen's meetings

The Board agreed that Selectmen should have a future discussion on downtown improvements including \$50,000 grant and how it would be used. Hubbard suggested revisiting CIP list regarding next steps. He expressed his concern about \$10,000 fire truck bought from City of Beverly and how it was not on CIP list, as well as his interest in Selectmen getting an update on AFSCME administrative union contract negotiation.

Maddern entertained a motion for the Board of Selectmen to adjourn at 6:56 p.m. Johnson so moved. Scuteri seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:  _____
Clerk

