

**TOWN OF HAMILTON
BOARD OF SELECTMEN
JULY 6, 2015**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, July 6, 2015 with Scott Maddern, Marc Johnson, Shawn Farrell (participating remotely), Jeff Hubbard (arrived at 7:27 p.m.) present. Town Manager Michael Lombardo and Fire Chief Phil Stevens also present.

Call to order

Scott Maddern called the meeting to order at 7:01 p.m. and noted that Shawn Farrell was participating remotely

Public Comment

Duke Seaver asked about if a bank was an allowed use in Town's Historic District at Hamilton Gardens' site. Zoning Board of Appeals will evaluate non-conforming use, and parcel is 200' from Bay Road so this is within Historic District Commission's jurisdiction. The Selectmen agreed to follow-up with Seaver regarding the Board's position on the proposed use at the Hamilton Gardens' location.

Chairman/Selectmen reports

Marc Johnson described how ZBA will address T&M Landscaping project at its next meeting and will comment on land acquisition policy, and Two Town Fourth was fun. Bill Wilson concurred about community event especially the fireworks. He updated Board about HWRSD that is starting construction on Winthrop School on glass curtain wall, Friends of Winthrop School is driving private fundraising for school playground, HWRSD is \$20,000 off of budget so fiscal management is good, American Legion is planning 5K road race. Farrell spoke to rain barrel program with 61 barrels sold to Hamilton and Wenham residents, Conservation Commission meeting on July 15 relative to Open Space Plan, Community Preservation Committee meeting on July 9 will address CPA plan, project accounts update, financial projection and possibility of different surcharge level from 2% to 3%, Sagamore Hill proposal and bonding. Maddern mentioned Hamilton Development Corporation and Urban Land Institute technical assistance panel meeting with many Town officials and employees participating, option for mixed use zoning by-law allowing second floor apartments, analysis of downtown parking. COA update where there is limited adult daycare from Peabody to Gloucester and outreach from Senior Center.

Town Manager's report

Town Manager Michael Lombardo reported that Two Town Fourth was well planned with Community House and public safety officials. Contractor will be using bucket trucks to install LED bulbs in street lights and some lamps might be turned off. Planning Board looking at deed and condominium documents for C. P. Berry sale at Patton Homestead. Town Counsel Donna Brewer has reviewed and commented on documents. Interim Finance Director Brian Connelly has started this week.

Department Reports – Fire Chief Phil Stevens to present the Board with an update on the Hamilton Fire Department

The Hamilton Fire Department celebrated its 100th anniversary in April. Fire Chief Phil Stevens reported that last year the Fire Department did 422 EMS runs and 472 fire runs. This year 209 EMS runs, 240 fire runs have been done. Last year there were 8 structure fires. Two building collapses in town and other minor collapses from winter snow conditions. Disaster drill was done with department and Regional Tech rescue team at Bradley Palmer where National Guard participated, and communication was identified as especially important. The Town has an emergency shelter team that meets five times a year. Four people graduated from Call Volunteer class. Manpower is still a problem during day and some weekends (i.e., vacations) but mutual aid helps. There have been a lot of details due to construction and fireworks.

Horse rescue training has been done with MSPCA and Myopia Hunt Club. A few horses were rescued during the winter. Fire Department is working with MSPCA and other organizations to get horse rescue equipment. Training is also being done on green buildings (i.e., solar panels creating problems for fire trucks) to understand how to power down systems. Third Citizens Academy was completed. Safe grant received to work with senior students in schools, as well as donation from Rotary for CO₂ detectors and smoke detectors (which should be replaced after 10 years). Scaled down Citizens Academy will be done for senior citizens. MEMA grant was used to purchase portable radios. The department applied for firefighter assistance grant for \$150,000 to replace self-contained breathing apparatus (Senator Bruce Tarr to assist). The Fire Department does have people coming into the public safety building reporting on fire calls and medical emergencies. In reference to burn permits, there was a short brush fire season, and preference is to chip brush debris rather than burning or dropping off at landfill. Discussion addressed whether or not arrangements could be made for brush to be chipped in Town neighborhoods with this service paid for by residents. New fire truck is working out well. The old fire truck was sold for \$6,100.

CONSENT AGENDA

- Appoint Martha Hale Farrell and Sherry Leonard to the board for Council on Aging to three year terms expiring on June 30, 2018.
- Permission to use the Town roads sought by Neurofibromatosis Northeast as part of the route of the Annual Coast to Cure bike ride on Saturday, September 12, 2015.
- **Approve Minutes:** June 15, 2015 – Regular Session.

Maddern read items and entertained a motion to approve the Consent Agenda. Wilson so moved. Johnson seconded the motion. Discussion was on COA looking forward to Martha Hale Farrell and Sherry Leonard serving on its board. VOTE: Unanimous.

REAPPOINTMENTS

The following individuals are up for reappointment to Town committees and boards whose terms are expiring: Constable - Clarence Trepanier, one year, term expires on June 30, 2016; Community Preservation Committee and Historic District Commission - Tom Catalano, three years, expires on June 30, 2018; Hamilton Development Corporation – Dave Carey and Rick Mitchell, three years, expires on June 30, 2018; and at Fall Town Meeting on October 20, 2015 the Town adopted a new Council on Aging by-law, Chapter 33, which lengthened the term of board members from one to three years. The correct term for the following COA members is as follows: Theresa Fanning, Betty Gray, Thomas Hever, Nancy Longval, and Stephen Walsh with term ending on June 30, 2018.

Johnson moved to appoint all of the committee members as read except for the Hamilton Development Corporation members. Jeff Hubbard seconded the motion. VOTE: Unanimous.

Johnson moved to appoint Dave Carey and Rick Mitchell to the Hamilton Development Corporation. Hubbard seconded the motion. VOTE: 4-0-1 with Hubbard abstaining.

AGENDA

- Discuss renewal of leases of Winthrop and Cutler Schools and take appropriate action thereto

Town Manager Michael Lombardo reported on communications with HWRSD superintendents regarding draft leases and need to achieve consensus on proposed

language relative to better insurance coverage/amount and replacement value on property. Town and school officials have not had a chance to meet on the matter. Town counsel has reviewed the leases. Lombardo explained that he did not know what was causing resistance from HWRSD officials and he has suggested a mediator could be used to facilitate dialog.

Discussion addressed urgency of situation based on expired leases for school properties. The Town manager and HWRSD need to meet on the matter. Hamilton has obligation to provide educational facilities to HWRSD. This is a separate agreement between Hamilton and HWRSD rather than Wenham because the schools are located on Town property in Hamilton.

The issue of school leases is not before the Planning Board. Hubbard opined that Planning Board should be involved with two of the Town's largest assets and offer input. The Director of Planning and Inspections has not been involved in the process. Hubbard opined that there could be opportunity for conversation about whether or not the HWRSD should be responsible for school maintenance and that the lease matter should have been discussed months ago.

Farrell noted that this is a straight forward lease and concurred about importance of lapse of insurance coverage. Discussion ensued about how conversation has occurred with HWRSD suggesting a five-year capital plan be included in HWRSD agreement rather than lease. Risk is on HWRSD which is currently a tenant at will. The Town has to provide a location to deliver education for youth. The insurance coverage has not lapsed, the request is to modify insurance coverage with new leases. The Town is asking for umbrella insurance coverage. The relationship between HWRSD and Town has not changed but the Town has broader options to take alternative action which is not being discussed.

Maddern noted that there is a sense of urgency about the leases especially because there is construction occurring, and HWRSD has hired technical maintenance personnel for facilities. Superintendent Harvey is working on a five-year capital plan. Maddern mentioned that he initiated discussion about the lease deadline months ago, that Town assets need to be protected, insurance coverage has to be sufficient, and it is a priority to get the leases in place for proper use of the facilities in a limited amount of time (July 27). Wilson suggested there could be a six-month amendment for a period relative to insurance and construction occurring that would be reviewed by counsel.

Lombardo stated that it could be valuable for a work group or committee to open up HWRSD agreement since it is outdated and should be looked at for revision. Maddern

noted that regional agreement would require multiple party involvement including the state and suggested focus should be on leases. Discussion ensued on interest in revisiting calculation on rolling average as requested by Wenham.

Discussion was on importance of and whether or not five-year capital plan being included in lease is good business practice, and the current good working relationship between Town and HWRSD officials. Also noted was that there will be a meeting where BOS would sign leases once they are negotiated with school administration. Also, if HWRSD should not be restricted to lease out facilities in slack times. Discussion ensued about a 10 year lease with 10 year renewal as not unreasonable. Agreement has to be reached on insurance, and term.

Johnson moved that the Board of Selectmen give BOS Chair Scott Maddern and Town Manager Michael Lombardo authority to negotiate a final lease in substantial form with adjustments (i.e., capital plan). Wilson seconded the motion. VOTE: Unanimous.

- Discuss and adopt Town Manager goals

Discussion ensued on goals finalized for next year for Town Manager: financial management, communications, follow-up on prior year's goals, Patton housing, pool, new service sharing with Wenham, follow-up on cell tower by-law with RFP, long term guidance – future vision, future projects (i.e., solar array at landfill, Town Hall renovation with CPA request, turf field at HWRHS).

Discussion addressed quarterly updates from Lombardo for prior year's goals and pool. Bobby Gates is working on a newsletter which is expected out in next couple of weeks. Long range guidance was considered relative to planning for the future incorporating community input, how it could be used when implementing budget and capital plan, what actions can be taken in consideration of changes in Town, and demands relative to what services can be delivered. As reported in the last two censuses Hamilton's population has declined by 5% and the demographic is aging. In the last 10 years there has been a 10% decline in school enrollment and it is projected to decline further in the future.

Community input is needed to balance requests on downtown development, preservation of open space or alternative uses of Town resources which could impact budgeting. Also that direction on key areas such as education quality, housing options, public assistance, volunteering and political input, cash and long term debt, interest in recreation programs has to be defined with community input. Also mentioned was importance of communicating facts throughout Town beyond word of mouth working

with the community. Discussion was on key areas to communicate with public to gather input such as education, public safety, housing (\$300,000 to bring new people to Town, downsizers, divorced families, commuters), recreation, etc. Also mentioned was studies that could be used (i.e., HWRSD), concurrence of importance of reduced and aging population impacting services that can be provided. Wilson noted the cost of categories (70% of tax rate goes to HWRSD) and services that could be reported and analyzed.

Town officials are working toward producing quarterly financial reports that would include trends relative to topics identified as part of long term planning. The state is aggregating ongoing metrics (i.e., population size), as well as how Hamilton is 96% residential and differences such as 92% residential in Manchester can skew tax rate. Information gathering and understanding data will help residents decide what direction the Town wants to move in. Also mentioned was if property values increase too much then it will become more difficult for young families to afford to come to Town or for seniors to downsize.

Discussion ensued on concept of creating a two-page handout to provide data/information at Fall Town Meeting based on feedback obtained through boards, committees, and working groups that describes trends and questions about where Hamilton is going. Then the Town population could be surveyed with expert help to gather input to create a guidance document. This could include the public's highest and lowest priorities such as housing and public safety.

Johnson agreed to compile some data sets (total tax burden, total cost of Town departments, water bills, household per capita and median tax bill, and athletic fees) including cohort information for Board review by August 3. This will be used to identify key trade off questions for the community (i.e., cost structure based on population and what services can be provided). Selectmen will provide Johnson with suggestions on key tradeoffs so he can produce draft data charts by July 20 BOS meeting. The FinCom is interested in this information as part of assessing where the Town stands, providing input on key tradeoffs, so it could be invited to August 3 BOS meeting. Farrell will touch base with the Planning Board on this discussion.

- Set date of next Selectmen meeting

The next Selectmen's meetings will be held on July 20, August 3 and 17.

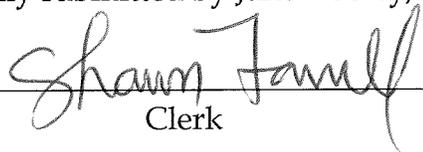
NEW BUSINESS

- Consideration of topics for discussion at future Selectmen's meetings

Discussion addressed inviting FinCom to August 3 meeting, scheduling CPC and FinCom meeting with BOS and how the CPA funds will be spent (i.e., Sagamore Hill land acquisition, turf field and lights, Town Hall renovation, Patton Homestead, recommendation on surcharge rate and project impact), flag pole at Patton Park, ULI report and update from HDC, budgeting for downtown improvements, policy discussion related to turf field process.

Maddern entertained a motion to adjourn at 9:22 p.m. Hubbard so moved. Johnson seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: 
Clerk

