

**TOWN OF HAMILTON  
BOARD OF SELECTMEN  
SEPTEMBER 8, 2015**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, September 8, 2015 with Scott Maddern, Marc Johnson, Jeff Hubbard (arrived 7:05 p.m.), Shawn Farrell, Bill Wilson present. Town Manager Michael Lombardo, Interim Finance Director Brian Connolly and Finance & Advisory Committee Chairman Rick Sprenkle also present.

**Call to order**

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

**Public Comment**

None.

**Chairman/Selectmen reports**

Bill Wilson reported that a joint meeting will be scheduled between FinCom and BOS, and Joseph Hughes will be appointed to FinCom. The HW School Committee is reviewing goals and possibility of looking at HWRSD agreement relative to look back period and division of costs per towns as well as language on school leases, its fiscally responsible budget, need to bring elementary school to level 1 according to MCAS scores, open seat for Wenham resident on committee, upcoming turf field presentation, and master plan subcommittee. Shawn Farrell gave an update on upcoming CPC meeting on project applications for COA, Hamilton Historical Society, American Legion, Hamilton Housing Authority, and ECGA as well as CPA surcharge discussion and fall Town Meeting preparation. Work is being done on parking lot near pool site at Patton Park as well as dugout construction at baseball field. The Open Space Committee has been discussing its role/game plan and draft land acquisition policy, elected officers and heard from Chris LaPointe of ECGA. The Conservation Commission will continue to address Myopia Hunt Club dredging project and Rosemary Kennedy as potential associate member for Open Space sub-committee. The Planning Board addressed by-law steering committee, mixed use by-law for Town Meeting, public hearing for Canterbrook with 23 unit density approved, site plan review for 545 Bay Road (Institute for Savings proposal) and recommends to ZBA that non-conforming use not be extended, 434 Asbury Street cell tower proposal. The Recreation Board addressed pool project. ECGA holding events on September 19, 2015 and family fun day at 473

Sagamore Street property. Outdoor sculpture event at Pingree School. Jeff Hubbard introduced Karen Tyler who is director of Southern Essex Veterans Affairs office. Marc Johnson spoke to Affordable Housing Trust's support of mixed use by-law, HDC interest in promoting downtown possibly similarly to North Shore tourism group, Open Space sub-committee's review of land acquisition, and expressed condolences for Stacy Carpenter. Scott Maddern gave an update on unit that Mr. Henley can now live in at Hamilton Housing Authority with a ramp, a joint letter will be done with BOS and HDC on design guidelines for the land use boards, We Are in It Together initiative and information.

### Town Manager's report

Town Manager Michael Lombardo described how parking lot at Patton Park will be done in couple of weeks. Demolition and site preparation will begin at pool area this fall. He asked for feedback on first printed newsletter that was completed and placed at library and senior center. In the future it could be distributed along with another mailing (i.e., water bills). The Board provided feedback on the print piece and concurred that more information disseminated to the public was useful, and a Selectmen's corner could be a possible section in upcoming issues explaining projects such as pool and cell towers. Hubbard recommended the newsletter be put on the Town's Facebook page. Lombardo noted that LED street light installation starts next week and could save Town \$30,000 a year in lower utility costs, grant for solar field project for owner's agent contracted through MAPC to structure RFP and understand solar market for solar array at landfill, RFP is out for cell towers and bid process open to October 13, Community Projects Coordinator position is open, Bridge Street culvert has a state change order regarding grant since Tennessee gas has pulled out of program and bidding process will go back to market to be ready for spring and FEMA has extended grant funds.

- Department Reports – Brian Connelly, Finance

The update consisted of Connelly working with FinCom and CPC, installation of new computers for staff, work with IT support Andy Wood about new telephone system, digitization of documents and how it is going to operate, investigation of ways to improve Town website including possibility of using a different vendor, MUNIS upgrade to water department and upgrade to current version of MUNIS, payroll incorporating FLSA, work with Patrick Reffett and Bill Redford to identify projects occurring in Town, how payroll is done in-house and Finance Department works with vendor Harpers that does "back office" payroll activity including FLSA calculations and

as of October there will be no more FLSA retroactive payments, some training will occur with new computers and upgraded versions of MUNIS software, as well as work being done to implement new telephone system.

- Veteran Services – Karen Tyler, Director of Veteran Services and Greg McKenna, Commander American Legion Post 194

New Director of Veteran Services and Army veteran Karen Tyler spoke to services that she can provide for veterans identifying benefits available to them (i.e., training, education, employment opportunities including civil service lists, income supplement, healthcare and shelter). There are more than 10 veterans from Hamilton currently receiving services. Tyler's office is in Ipswich Town Hall and she can be reached at 978-356-3915.

Greg McKenna noted that Hamilton has a strong veteran support team including operation troop support annual event, veterans administration fair, fundraising done in conjunction with HW Rod & Gun Club, clothing drive, and that people who can join the American Legion include veterans, son/daughter of service member or common member. In addition, the Post rents Patton Hall to up to 100 people as a source of revenue for the organization.

#### CONSENT AGENDA

- Make recommendation to the Town Moderator to appoint Joseph Hughes to the **Finance and Advisory Committee** to complete the term vacated by Charles A. Chivakos, expiring June 30, 2016. Hughes briefly introduced himself where he has lived in Town for 10 years, has a young family, and has experience with budgets and asking tough questions.
- COA Director seeks permission to hang banner from posts on the COA lawn promoting the Go4Life Campaign Health Fair from October 5 through the event scheduled for Friday, October 16, 2015.

Maddern read items and entertained a motion to approve the Consent Agenda. Johnson so moved. Farrell seconded the motion. VOTE: Unanimous.

#### AGENDA

- Land Acquisition Policy – present revised draft and discuss. If appropriate, vote to adopt.

Discussion ensued about written input from Conservation Commission, Planning Board, and that a letter is coming from Open Space subcommittee, heard from CPC and Chris LaPointe from ECGA, HDC reviewed but did not have comments. Bulk of changes are recommendations from Planning Board. The ConCom had inquired about who should be on the land acquisition committee, should Town consider land acquisition opportunities equally that are not chapter land, staff input should be involved in the process, etc. These ideas will be considered when the policy is fully developed. Also addressed was parcel priority list with the ability to change and reality of finances to acquire open space properties by the Town. In addition there is currently a structure for Chapter 61A property. This policy would be done in conjunction with Master Plan, Open Space plan, etc.

Discussion was on how prioritization could be determined based on if a particular parcel meets multiple criteria especially relative to CPA funding and project eligibility that could be involved, and input from citizens where appropriate. Johnson has been fielding questions from non-board members about how a policy would apply to projects such as Sagamore Hill and Patton property. Citizen feedback could be incorporated when the list of properties is published and discussed. Johnson ran the draft language acquisition policy by cohort groups that are not serving on Town boards for feedback.

Discussion ensued on how the priority list starts with approximately 60 Chapter 61A properties that is being compiled by Assessor's office. The policy is silent on guidance criteria for properties (i.e., open space, bike or horse path, wildlife corridor). Hubbard opined that he was uncomfortable listing priority interest properties (list is proposed to be kept in the Town clerk's office) since it could impact the value of a property. He suggested general terms (i.e., Asbury Street) could be used for non-Chapter 61A properties. Johnson noted that most of the properties on the list could be found in existing documents (i.e., Master Plan). Hubbard expressed concern about the amount of authority the draft policy gives to the Town manager position when a property owner expresses interest regarding the availability of his land to Town manager and he believes a Selectman should be involved in that discussion. Johnson noted that Town manager would be involved with mechanics of Chapter 61A but agreed to review section in draft land acquisition policy that Hubbard referred to.

Hubbard opined that a broader discussion with BOS should be on elected Planning Board's role relative to land acquisition and ZBA's site plan approvals (i.e., Cumberland Farms and T&M Landscaping).

Lombardo commented on the difficulty the Town had working through the Pirie property Chapter 61A process evidencing why a land acquisition policy is needed. He suggested sensitivity around ranking properties could be softened by a tiered system. Also, that Town managers and administrators are involved in behind the scenes work and to get legwork done working toward the Town making an acquisition decision on a property along with staff and town boards/committees. Maddern opined such a policy was long overdue. Gretel Clark from the Open Space subcommittee noted analysis done by Ipswich to prioritize parcels that was considered of no value and subcommittee's concern about prioritization of parcels in Hamilton as well as Town manager's involvement approaching land owners of large parcels in Town. She mentioned that the subcommittee letter that was given to the ConCom suggests a different approach to land acquisition.

- Set date to meet with Finance & Advisory Committee to finalize 3-year forecast as input to the FY'17 Budget plan

The BOS will meet with FinCom on Tuesday, September 15 at 7 p.m.

- Set date of next Selectmen meeting

The next Selectmen's meeting will be on Monday, September 21.

#### **NEW BUSINESS**

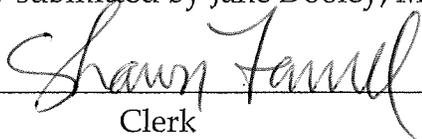
- Consideration of topics for discussion at future Selectmen's meetings

Discussion addressed debt limit capability, Planning Board role, movies in Patton Park in summertime, invitation to HW School Committee Chair Larry Swartz to joint BOS/FinCom meeting.

Maddern entertained a motion to adjourn at 8:59 p.m. Farrell so moved. Hubbard seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:

  
Clerk

