

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

November 7, 2016

Members Present: Shawn Farrell, Allison Jenkins, Jeff Hubbard, Scott Maddern, and Bill Wilson
Town Manager: Michael Lombardo

This meeting was called to order at 7:02 pm

Announcements

Scott Maddern announced the passing of Building Department Administrative Assistant, Deb Paskowski. Mr. Maddern also described the current Board openings: Planning Board Associate Member, Finance and Advisory Commission Member, School Committee Member and one CPC member at large member.

Public Comment

Gretel Clark (823 Bay Road), offered the concerns of the Open Space Committee. Ms Clark said the Open Space Committee was the conservator of open space properties, including the Patton Homestead. In an effort to make the property more accessible, the Open Space Committee requested that the “no trespassing” sign be removed so residents could use the viewing deck which was constructed for townspeople. Ms Clark said the boat launching dock was made accessible by cut and clear volunteers and she requested that the growth on the viewing deck be cut away as well. Ms Clark was concerned that the property’s open space was going to be used as a parking area which was a decision she thought should be based on a collaborate action of the interests of the townspeople. The parking lot was an inappropriate use to be constructed before the property use was determined, according to Ms Clark. The Trustees of Reservation properties park cars on grass fields for occasional use. The Open Space Committee was requesting a halt to the action on the property until the property use was determined.

Chairman/Selectmen Reports

Alison Jenkins wanted to know how many people voted early. Jeff Hubbard noted the passing of Bruce Wadleigh who was an active resident. Mr. Hubbard announced that there was a breakfast at 8:30 am and a parade at 10:15 am in honor of Veteran’s Day. There would be a joint meeting of the FinCom and Selectmen on November 16, 2016 and a FinCom meeting with the School Committee on November 17, 2016. The Recreation Committee schematics on the turf field were completed.

Shawn Farrell said the CPC meeting discussed coming up with surcharge information. Bill Wilson said the School Committee had met on November 2, 2016 and announced that there were two open seats on the Committee, one in Wenham and one in Hamilton. The School Improvement Plans with goals and action plans to achieve the goals were available on the

District website. Mr. Wilson announced that out-of-district-placement tuition would total \$300,000. The end of the year favorability totaled \$60,000 and enrollment experienced a 1.2% increase for Wenham. Mr. Wilson explained that the Housing Trust met with the Planning Board walking through the baskets of potential sites.

Scott Maddern said he had attended Selectmen's school where he discovered best practices and learned from other towns. Mr. Maddern had distributed the Selectmen's Handbook and asked for comments on the document. The Council on Aging had indicated that 1,100 of the 8,000 residents were 60 to 69 years old. The Rotary wanted to offer assistance to the COA. Mr. Maddern discussed the turf field project and wanted to prioritize what the programming needs were compared to the costs. Mr. Maddern highlighted the benefits of Gordon College working at the Patton Homestead.

Michael Lombardo indicated that there had been about 36% voter turnout between early and absentee voting. The Bridge Street culvert would be open with two lanes open the following Wednesday. There would be a redesign of the website after a survey on the current website was completed. Mr. Lombardo discussed tuberculosis regulations and how Gordon College and Gordon Conwell could work together with the Town to strengthen protection. Mr. Lombardo noted that he had received e-mails about flight paths for Logan Airport.

Michael Lombardo referred to the RFP for energy credits to determine what was occurring at the landfill. Mr. Lombardo said Chebacco Road, Winthrop Street, and Cutler Roads, all gravel roads, were rolled the previous week. According to Mr. Lombardo, residents of Chebacco Road requested that the road be paved, but the road was not in proper alignment and was partially constructed upon private land. Constructing the road correctly would cost over \$1M. Mr. Lombardo said the Sagamore Hill Conservation restriction would be closing in December.

Consent Agenda

Bill Wilson moved to appoint Bill Olson as a full member of the Planning Board.

Alison Jenkins seconded.

Scott Maddern said Bill Olson had served as an Associate Member for a long time so was now moving from an alternate to a full member.

Vote: Unanimous in favor.

Agenda

Chapter 91 Senior Tax Program

The program, including the Annual Review and discussion regarding age and income requirements, was discussed. Michael Lombardo said the Board of Selectmen had asked to adopt age and income requirements. The Board of Assessors were not asking for a change. There were 31 applicants who qualified for the program. The outreach coordinator had contacted 1,400 people. Scott Maddern and Bill Wilson said there may be a better solution for the \$75,000 which was funded but was not used in full every year.

Motion to follow the recommendation of the Town Manager and Assessor's Department to maintain the age of 65 years old and an annual income of \$47,520 for singles and \$71,280 for a family made by Jeff Hubbard

Seconded by Allison Jenkins

Vote: Unanimous in favor.

Confirm appointment of Marisa Batista as Finance Director.

David Wanger, Chairman of the FinCom said the Committee had the opportunity to meet with Ms Batista and enthusiastically endorsed her employment. Ms Batista said she was the lead auditor of the Hamilton audit and had worked in Finance for several years. She was familiar with Munis and had experience in her supervisory position of Finance. Scott Maddern asked about actuals and forecasting and was anxious to get updates with clean information flowing to the FinCom and Selectmen.

Scott Maddern mentioned that Marissa Batista was related to another employee and Alison Jenkins suggested she fill out paperwork related to the family relationship. Bill Wilson wanted to know her experience writing policy and she responded that she had done so during the audit but most towns did not have policy but most had bullet points or outlines instead. Michael Lombardo said the audit she wrote had suggested the Town needed a financial policy. Ms Jenkins said Ms Batista was a professional and did a great job with the audit.

Motion to appoint Marisa Batista as Town Finance Director conditioned upon favorable background and reference check, made by Jeff Hubbard.

Seconded by Alison Jenkins.

The Board discussed the role of Town Manager versus the Board of Selectmen in the interview process. Scott Maddern said the applicant had been interviewed with the FinCom so the process was consistent with Human Resource processes and continued that the Selectmen were not in the business of interviewing candidates, but Alison Jenkins did not agree. Michael Lombardo said he conducted a full process which was why the Town had a Town Manager.

Vote: Unanimous in favor.

Appointment of Tim Olson as Director of Public Works. Heather Ford, Chief Stevens, and Michael Lombardo all supported the appointment of Tim Olson after interviewing six candidates. Public service was extremely important, according to Mr. Olson who handled the service tracking system for 30 employees in Rockport. Mr. Olson discussed using GIS, actually using studies that had been completed, and working relationships with sister towns.

Motion to appoint Tim Olson as Director of Public Works made by Jeff Hubbard

Second by Alison Jenkins

Vote: Unanimous in favor

Moderator, Jen Scuteri wanted to discuss the Town Meeting process. Ms Scuteri referred to debating an article that an amendment might have been outside the scope but the Town wanted to discuss. Ms Scuteri said articles should only be on the warrant that the Town was ready to present. Ms Scuteri wanted to encourage presentations with a limit of three minutes.

David Wanger did not think the reaction to Town Hall renovations was negative but rather overtaken by volunteerism. Bill Wilson said everyone was for the improvements of Town Hall but wanted to appreciate volunteerism and then look at what other aspects needed to be considered. Michael Lombardo said improvements had been discussed for a decade or more and therefore, he did not do a presentation but he would take a different tactic in the future.

DOR department of policies.

Scott Maddern asked the FinCom to prioritize the Financial Policies. Bill Wilson said Marissa Batista could investigate the financial policies of other towns. Alison Jenkins was not comfortable asking boards to come up with policies when the Town didn't have any. Shawn Farrell said the DOR had templates. David Wanger said the FinCom wanted to be more active and carry out their charge. Mr. Maddern requested Marissa Batista review policies with FinCom but Michael Lombardo said there was a lot of catching up before policy was started.

Personnel policy.

Alison Jenkins wondered how someone might bring a policy in front of the Board. Ms Jenkins questioned who maintained the policies and wondered when they were adopted. Ms Jenkins said she had presented a personnel policy and awaited discussion and comments to be adopted at another meeting. Scott Maddern asked what other towns were doing this, where this was coming from, including the code of conduct, and what the implications were. Bill Wilson wanted to compare the Town to like towns and thought Michael Lombardo should review the proposal before the Selectmen had a first reading.

Topics for Future Selections Meeting

Town Hall, Chapter 91 programs, an update on Patton from the Open Space Committee, Town Manager goals, water goals, Charter regarding Town Manager, and report on Town Counsel were requested as topics. Jeff Hubbard wanted to discuss the Patton Homestead. Alison Jenkins wanted to talk about hiring practices and that the Board may have a more active role than simply confirming appointments. Michael Lombardo said the Town Manager interview process was the norm. Scott Maddern said Mr. Lombardo was the Human Resource head, but Ms Jenkins said the Town Manager should bring personnel matters to the Board and it didn't happen. Ms Jenkins questioned who was in charge of the personnel policy and noted that they had not changed since 2014. Ms Jenkins said she was happy to work on the personnel policy and it should be owned by an employee of the Town, not a volunteer. Jeff Hubbard said the Financial Policy should be owned by new Finance Director.

Bill Wilson made motion to adjourn.

Seconded by Jeff Hubbard.
Unanimous to adjourn at 9:34.

Prepared by:

Marcie Ricker

A handwritten signature in black ink, appearing to be 'AJ', written over a horizontal line.

Attest

Date