

HAMILTON BOARD OF SELECTMEN

PUBLIC HEARING & MEETING

MINUTES

Teleconference

June 7, 2021

Selectmen Present: Chair William Olson, Jamie Knudsen,
Darcy Dale, Rosemary Kennedy, and
Shawn Farrell

Town Manager: Joe Domelowicz Jr.

Other Staff Present: Attorney William August

** This meeting was conducted via Zoom teleconference with all of the above participants remaining in their homes.*

PUBLIC HEARING

Call to Order

Chair William Olson called the Selectboard online meeting to order at 6:30 p.m. and took a roll call. Present were Darcy Dale, Rosemary Kennedy, Jamie Knudsen, and Mr. Olson. Shawn Farrell was absent.

Mr. Olson read the public notice. He noted it was a one-item agenda, a public hearing

- **to consider and take public testimony on the proposed Cable License Renewal between the Town of Hamilton and Verizon.**

Paul Trane of Kerbey Harrington Pinkhard LLP, counsel for Verizon New England, made introductory comments, saying he has been working with Hamilton's Attorney William August on the agreement that requires Verizon to continue to provide cable service to Hamilton residents for the next five years. The agreement includes various provisions, such as support payment to the Town and provisions to ensure performance, which he briefly cited.

Mr. Olson asked Town Manager Joe Domelowicz Jr. what discussion they needed to have. Mr. Domelowicz suggested hearing from Bill Melville of HWCAM. Mr. Melville said it was his

third such agreement and he was pleased overall. He said the Town was getting the legal limit (5%), which is the highest percentage, and more capital than was initially asked for and more than they did with the Comcast license they are currently on. He said most people don't know that everything HWCAM (Hamilton and Wenham's public access television station) records is in HD (high definition), but cannot be broadcast in HD. This license will provide a fourth channel that will be an HD channel. Mr. Melville said he hopes to have more HD channels in the future, but for now, was happy to have this one.

Mr. Olson invited public comments for/against the cable license. There were none.

Decision:

Ms. Dale made a motion that the Selectboard accept and approve the Verizon [cable license] contract as written. Ms. Kennedy seconded the motion. A roll-call vote was taken with "ayes" from Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Olson, (4-0) unanimous among those present.

The contract will need to be signed by the Selectboard. Attorney August thanked Mr. Domelowicz for his responsiveness throughout the process, and Mr. Melville and Mr. Trane for their hard work and collaboration.

Adjournment

Ms. Dale made a motion that the Selectboard close the public hearing at approximately 6:45 p.m. Ms. Kennedy seconded the motion. A roll-call vote was taken with "ayes" from Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Olson, (4-0) unanimous among those present.

A 12- to 15-minute pause in the Zoom meeting was maintained while waiting for the Selectboard regular meeting to begin at its scheduled time of 7 p.m.

SELECTBOARD MEETING

Call to Order/Pledge of Allegiance

Chair William Olson called the Selectboard second online meeting of the evening to order at 7 p.m. and took a roll call. Present were Darcy Dale, Jamie Knudsen, Rosemary Kennedy, and Mr. Olson. Shawn Farrell was absent. The Pledge of Allegiance was recited.

Board and Committee Openings

- Finance and Advisory Committee (FinCom)—one opening, two associate openings
- Hamilton Historic District Commission (HHDC)—one opening
- Zoning Board of Appeals (ZBA)—one opening
- Open Space Committee—two openings
- Hamilton Planning Board—one associate opening

Public Comment

None.

Selectboard/Town Manager (TM) Reports

Mr. Olson reported the Selectboard would be making its liaison assignments to the various Town committees. He said he attended the Pride flag raising at Patton Park and was pleased to be a part of it. Another flag raising will be happening for Juneteenth.

Ms. Dale reported she would be attending the League of Women Voters' annual meeting (Saturday, 9-11 a.m.) at which they will be discussing the topics of study planned.

Ms. Kennedy reported the Master Plan is in its initial phase and a full contingent of the Master Plan Steering Committee will meet on June 11. She represented the Hamilton Selectboard at the Hamilton Wenham Regional High School graduation. She said regarding the Conservation Commission (ConCom), George Tarr had emailed her about firming up plans for a site walk at the Patton Homestead following the MOU [Memorandum of Understanding] discussion at the previous Selectboard meeting.

Mr. Knudsen echoed comments on the Pride flag raising, which he said had a mood that was somber, festive, and determined for the future.

Mr. Domelowicz reported that Town Hall visitors who are vaccinated are no longer required to wear masks inside the building. The Town will return to in-person meetings, but there is pending legislation that may allow virtual meetings to continue. The June 21 Selectboard meeting will be in person in the Memorial Room. Because of today's heat wave, the Senior Center will be open to provide a place for seniors to cool off. He listed recently posted Town positions that can be found on the website.

CONSENT AGENDA

- Approve Minutes of the May 1 Board of Selectmen (BOS) Meeting.
- Approve Minutes of the May 3 BOS Meeting.
- Approve banner in front of Senior Center—Stop Elder Abuse

Ms. Dale made a motion to approve the Consent Agenda. Ms. Kennedy seconded the motion. A roll-call vote was taken with "ayes" from Mr. Knudsen, Ms. Kennedy, Ms. Dale, and Mr. Olson, (4-0) unanimous among those present.

AGENDA

Requests from BOS members for Committee Assignments—Discussion

Mr. Olson said Ms. Kennedy had been appointed the BOS liaison to the Master Plan Steering Committee because the appointment was time-sensitive (the committee is meeting this Thursday). He asked the Selectboard members to review the list that he will send out and make and rank their choices.

Approve Next Six Months BOS Meeting Calendar—Vote

Mr. Olson noted there are three Tuesdays on the list due to Monday holidays.

Decision:

Ms. Dale made a motion to approve the meeting schedule from July 1, 2021 to Dec. 31, 2021. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Olson, (4-0) unanimous among those present.

Appoint Christina Schenk-Hargrove to the FinCom—Vote

Ms. Schenk-Hargrove has been serving on the FinCom for the past two years. She was appointed to fill a vacancy and that seat is now up for reappointment. Mr. Domelowicz spoke in favor of reappointing her and said the FinCom has chosen her as its next Chair. She was unable to attend this evening as she is traveling for business.

Decision:

Ms. Dale made a motion that the Selectboard appoint Ms. Schenk-Hargrove to the Finance and Advisory Committee. Ms. Kennedy seconded the motion.

Further Discussion

Mr. Olson said there is a process for appointments, but he is in favor of suspending it in this case as Ms. Schenk-Hargrove is continuing in the role. The other members agreed. Ms. Dale spoke in favor of Ms. Schenk-Hargrove assuming the position as FinCom chair.

Decision (Continued):

A roll-call vote was taken with “ayes” from Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Olson, (4-0) unanimous among those present.

Review Proposed Cemetery Fee Schedule—Discussion

Mr. Domelowicz discussed the cemetery fee schedule supplied by Department of Public Works (DPW) Director Tim Olson, which was not in the packets but will be sent out ASAP. Mr. Domelowicz share the document onscreen, which compares Hamilton’s fees with those of other towns. He said Mr. [Tim] Olson would appear at the next meeting to discuss the fee schedule, but for now was just sharing it for their review. The rates have not been changed since 2003. Ms. Dale asked how many cemetery lots are sold per year. Mr. Domelowicz said he will find out.

**HRC [Human Rights Commission] Recommendations for Policy Language—
Discussion and Vote**

HRC Chair Anne Brady was online to discuss this item and shared a PowerPoint. She said the HRC formed a subcommittee to look at its policy language and specifically see if it made sense to add women and atheists to the list of protected classes. She listed some of the websites used as sources. She said the subcommittee said that it can add a definition section to explain what a protected class means, but did not think it necessary. She said in the future, the HRC would like to develop a mission statement so someone doesn't have to read through the entire policy.

Ms. Dale discussed ADA-compliance violations currently at the Town Hall as a human rights issue needing to be addressed.

Ms. Kennedy spoke in favor of adding a definitions section to the HRC policy. Mr. Knudsen agreed a definitions section could be helpful. He said it would be appropriate to put a footnote under religion to specify that the policy also protects atheists. Ms. Dale agreed. She said things are rapidly changing, especially with respect to gender, and it would help people avoid faux pas.

Mr. Olson gave the HRC a deadline of eight to 12 weeks to come back to the Selectboard with its definition strategy. Mr. Domelowicz said it would be good to consider it as an amendment to the policy. Mr. Olson thanked the HRC for their work. He said it was also important that the Selectboard finalize the Town's flag-raising policy (by the fall) and receive HRC support in making the decision. Ms. Brady said the HRC was also willing to help with the ADA-compliance issues noted by Ms. Dale and said to reach out to her with some specific ways they can help. Ms. Brady left the meeting.

**IMA/MOU [Inter-Municipal Agreement/Memorandum of Understanding] for
Regional IT [Information Technology] Shared Services—Discussion and Vote**

Mr. Olson said the Selectboard was always eager to hear how they can regionalize services. This item was taken out of order to accommodate those present online for the discussion: Brian Luther, Municipal Services Specialist for the MAPC [Metropolitan Area Planning Council] and Colby Cousens, IT Director for the Town of Danvers.

Mr. Luther discussed a North Shore IT collaborative involving the communities of Topsfield, Wenham, Manchester-by-the-Sea, Essex, Middleton, and Danvers (which is the lead municipality) that is set to start on July 1. He talked about the feasibility study done and target areas identified, which included the establishment of a regional data center, a shared IT vendor, and cybersecurity needs assessment and implementation. Hamilton is being asked to contribute \$4,018.24 to the collaborative for one year, and this would include one hour a week of service at \$77.28/hour for each of the municipalities. The MOU outlines terms that include an annual budget and goals.

Mr. Knudsen asked how anyone could do anything meaningful for one hour per week. Mr. Olson said they would not be using the group for IT services, per se, but rather, the Town could be part of the collaborative. Mr. Cousens explained the "one hour" was a pricing mechanism/way to backfill his staff time. He said the intent is to build trust and learning the first year and make sure he was familiar with the infrastructure and challenges and then to potentially start procurements. It was discussed that grant money for the municipalities can be raised through the collaborative.

Ms. Dale discussed security risks faced by the Town. Ms. Kennedy said she was trying to understand the purpose of the collaborative, if there was some specific issue Mr. Domelowicz was concerned about. Mr. Olson explained that the group would allow for buying power as a group and offer the Town more bang for its buck.

Ms. Kennedy asked: If she were having a problem getting software to do what she wants, would Mr. Cousens be the one to help her or would Mr. Domelowicz handle that at an administrative level. Mr. Cousens said Mr. Domelowicz would handle issues relating to IT performance, but the collaborative would do things like vetting products and recommending procurements for the future.

Mr. Domelowicz spoke highly of Andrew Wood, current IT manager, and said he had done a great job for the Town, but said that may not last forever. Ms. Kennedy said the issue is that they would be paying two entities, and she was having trouble justifying the short-term and long-term. She said if Hamilton decided it wanted to opt out of the collaborative on July 2, they would still have to pay the fee. Mr. Olson said right now the Selectboard was just voting on whether to spend the \$4K for the next year, but could opt out next year if it chose. Mr. Olson said Mr. Wood was task-oriented while the collaborative would be looking to the future to develop a master plan. It was agreed the Selectboard would take time to digest the information presented and revisit it next meeting. Ms. Dale noted that when the Town Hall is renovated, they would need to set up the IT and perhaps that might be incentive for joining the collaborative.

Citizen Idea

While not on the agenda, Mae Rothschild, 20 Moynihan Road, asked for input regarding a community event idea. She works at Natural Dog on Railroad Ave., and is a dog walker. She thought it would be nice to have a "Dog Day" event with activities such as a dog parade, demonstrations from a K-9 unit, something involving Myopia Hunt Club dogs, and a hike for people and their dogs. Rescue organizations and other entities could be invited to participate. The Selectboard members advised Ms. Rothschild to contact Shop Local HW, which is holding a street fair in the fall and informed her of the process. Mr. Domelowicz suggested her idea could be an added component to Public Safety Day. Ms. Dale suggested having dogs in costume the day prior to Halloween. Ms. Rothschild was encouraged to keep working on her idea.

Anti-Bias and Sensitivity Training

Mr. Domelowicz presented information on two quotes received: one from Traliant and the other from Diversity at Workplace. The Traliant one was internet-based with one-, two-, and three-year license proposals. The other was an in-person training. Mr. Domelowicz said he felt they might want to work together as the Town leadership team first and then decide if they want to offer training to the rest of the organization. Unfortunately, both companies are booked through the end of the year.

Ms. Kennedy said she would be willing to ask the two companies if they could tailor something to a smaller scale. She said she had attended a conference recently on “conflict resilience” and discussed how people need to work on listening instead of shutting down someone else’s point of view, which does not promote a meaningful exchange of ideas.

Mr. Olson said he was in favor of in-person rather than virtual training. He thought they would need about two planning sessions and asked if someone wanted to work with Mr. Domelowicz on the planning. Ms. Dale volunteered and Ms. Kennedy said she would serve as Ms. Dale’s consultant. It was agreed the three would work on it over the next two weeks. Ms. Dale asked about getting a third quote, but Mr. Domelowicz said it was not necessary since both quotes were under \$5K. He said they just have to follow best business practices.

Request for YuKanRun Race Info.—Discussion and Vote

Mr. Domelowicz discussed information about the race and route, as well as an email received from Police Lieutenant Scott Janes that said the group had been good to deal with in the past. The races have been held for a number of years without any issues (this would be the fourth year in Hamilton). Mr. Domelowicz said the races are also qualifying races for some marathons. Ms. Kennedy clarified that the race organizers pay for the police details and Mr. Domelowicz confirmed there would be no additional cost to the Town. Ms. Kennedy asked how many runners and spectators were expected and cited COVID concerns. Mr. Domelowicz said the race attracts about 100 participants and takes two to three hours. He said given the race times, the Police did not anticipate any traffic problems. There are no beer tents, etc. If the race is approved, the Town can send direct messages to those residing on the streets involved.

Decision:

Ms. Dale made a motion that the Selectboard approve the YuKanRun race for the date as proposed. Mr. Knudsen seconded the motion.

Further Discussion

Ms. Kennedy explained she was hesitant to approve the event without input from citizens. Mr. Olson noted they had not received any questions or negative feedback from residents. Mr. Kennedy said in light of that, she would offer her support.

Decision (Continued):

A roll-call vote was taken with “ayes” from Ms. Dale, Mr. Knudsen, Ms. Kennedy, and Mr. Olson, (4-0) unanimous among those present.

Other Business

Mr. Olson said he wanted to get back to the practice of involving a different Selectboard member each time to set up the BOS agenda with himself and Mr. Domelowicz. He said he would reach out to Ms. Kennedy to help set the next agenda.

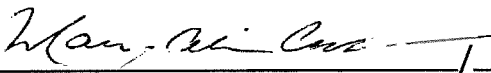
Mr. Domelowicz asked if the BOS wanted to require those whose appointments are up for renewal to appear at the next meeting. In the past, the BOS has approved the renewals without having them present, but it is a policy to hear from those being appointed. Ms. Dale said that if it is a renewal, they have already shown up in the past. Ms. Kennedy said they should encourage, but not require them to come. Mr. Domelowicz said he would have the list of reappointments ready for the next meeting. Former Assistant to the Town Manager Pat Shannon had been working on it with Town Clerk Carin Kale.

Ms. Kennedy reiterated that Mr. Olson would be sending them the list of liaison roles.

Adjournment

Ms. Dale made a motion to adjourn the meeting at 9:13 p.m. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” form Ms. Kennedy, Ms. Dale, Mr. Knudsen, and Mr. Olson, (4-0) unanimous among those present.

Prepared by:

 7-7-2021
Mary Alice Cookson Date
Minutes Secretary

Attest:

 _____
Darcy Dale Date
Board of Selectmen Clerk

Documents Discussed at Meeting:

- Minutes of BOS Meeting on May 3, Mary Alice Cookson
- Minutes of BOS Meeting on May 5, Mary Alice Cookson
- Email about the road race and recommendation email from Lt. Scott Janes to Joe Domelowicz
- Board of Selectmen Meeting Schedule, July 1, 2021—Dec. 31, 2021
- North Shore Regional IT Collaborative FY’22 Overview—list of participating communities, costs, and MOU.

- **Information on training entitled “Embrace Diversity with Inclusion/Overcoming Unconscious Bias” from Diversity at Workplace Consulting Group**
- **Inclusive Language Research for the Hamilton HRC**
- **Photo of Stop Elder Abuse banner**
- **Proposal from Traliant on workplace training**

