

**TOWN OF HAMILTON
BOARD OF SELECTMEN
MARCH 17, 2014**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, March 17, 2014 with Marc Johnson, Jeff Hubbard, Scott Maddern, David Neill and Jennifer Scuteri present. Town Manager Michael Lombardo also present.

Call to order

Marc Johnson called the meeting to order at 7:02 p.m.

Public Comment

None.

Town Manager's report

Town Manager Michael Lombardo described how the pool subcontractors' bids were well within the range (\$640,000 to \$725,000) that was predicted. Bids were received from slightly more than 20 subcontractors and three had bid anomalies. General contractors' bids will be opened Thursday. Follow up meetings will be scheduled for next steps.

For the Patton Homestead housing development, two bids were received Friday from C. P. Berry and Associates for a senior housing project for \$1 million and Charing Cross Realty for moderately priced housing for \$1.2 million including \$50,000 donation towards Recreation Master Plan for fields. Bids and details are being reviewed (including by the Patton Advisory Committee) to ensure they are complete based on RFP. Lombardo offered to provide anyone interested with copies of bids. Discussion ensued about how this matter would be addressed further at the Board's March 24 meeting. Lombardo noted that the senior housing proposal includes a treatment plant which is above and beyond requirement.

Jeff Hubbard asked that information be provided on financial impact to community, asked about Planning Board involvement, consideration of water protection area and impact to remaining property as well as master plan for the entire parcel. Jennifer Scuteri stated that the Patton Advisory Committee has recommended moving ahead with the sale of this portion of the parcel. Johnson noted that the Selectmen have not had this discussion but it has been an active discussion by Committee for two years.

Lombardo said he is serving on the panel for the current teacher contract negotiation. Multiple executive session meetings have occurred with details discussed on what HWRSD is bringing to the negotiation. In addition, there have been multiple meetings with teachers as part of moving process forward. He noted that during the time that the HW School Committee would be meeting with the teachers union in executive session he would schedule an executive session with Selectmen to bring Board up to speed on negotiation.

Also regarding the DPW director search, Lombardo has received 14 applications and four candidates will be interviewed next week. Interim public works director Dave Hanlon's last day is April 15 and he plans to continue to assist Hamilton a couple days of week to help with transition to new director.

Lombardo described how Hamilton is moving forward with Manchester and Ipswich on a technical feasibility study where these communities have committed to an evaluation of running a joint ECO with Hamilton and/or one with Ipswich analyzing cost factors, and operational pro and cons. This should be completed in 8 to 10 weeks.

He also mentioned that JCI is the ESCo that has done green community utility upgrades on Hamilton's boilers and lights. A second year evaluation on utility bills reveals that this is the second year that Hamilton has not met goals in energy efficiencies. He will schedule a meeting to discuss the forecast of 10% savings where the Town is at 4%. So JCI is responsible financially or otherwise to make up the difference. A meeting will be held regarding three year contract for measurement and evaluation. The total time for the contract is 12 years so the discussion will be on payment if JCI does not meet energy efficiency goals.

Lombardo reported on effort with MAPC and 10 other towns to get a grant to retrofit Town street lights with LED lights for a projected \$45,000 annual savings in utility cost. He noted that National Grid owns the poles and currently the lights. If LED lights are installed Hamilton would buy them.

Chairman/Selectmen reports

David Neill reported on attending funeral for former Hamilton Police Chief Bob Poole. Lombardo agreed to follow up with Hanlon about contacting Hubbard regarding pump house for fire engine. He said there was a discussion with Zoning Board of Appeals regarding moving location of proposed pump house. Scott Maddern mentioned that Community Preservation Coalition views playground at Patton Park as a marquee

project success story. Also, that many Town boards are reviewing Patton Park pool bids and Joint HW Recreation Board will be making a recommendation next week and bids are tracking range of \$2 million estimated by Weston & Sampson.

Discussion ensued briefly about whether or not there was state funding available that could be used toward Linden and Howard Street culvert project. Also, that work would be done this summer on Bridge Street culvert.

Discussion ensued about postings need on the Town's website: cable franchise findings and calendar link/information for April 5th ATM.

CONSENT AGENDA

Johnson read item on Consent Agenda.

Approve Minutes for Executive Session – February 24, 2014; Minutes for Regular Session – March 3, 2014.

Johnson entertained a motion to accept the Consent Agenda as read. Scuteri so moved. Hubbard seconded the motion. VOTE: Unanimous.

AGENDA

Consideration of forwarding the Citizens' Petition regarding a Town By-law change to the Planning Board for posting of Public Hearings

Discussion ensued about Citizens' Petition to change site plan review from the Zoning Board of Appeals to the Planning Board relative to the Selectmen remanding the Planning Board to begin process of holding public hearings. This was due to the Citizens' Petition coming around the Planning Board so that board did not have the time to conduct public hearings on the matter.

Neill questioned why process done since the 1950s for site plan review would be changed. He suggested the Planning Board and Zoning Board of Appeals should weigh in on the proposed by-law change. Lombardo explained that in order for Town Meeting to vote on the Citizens' Petition warrant article, public hearings would have to be held relative to the proposed by-law change. He suggested that there would not be enough time for the public hearings to occur before ATM but perhaps an article could be voted on at STM.

Discussion ensued about how the Planning Board should articulate its position relative to the proposed by-law change on site plan review and for Zoning Board of Appeals to speak to why it does or does not want this change. Lombardo clarified that this is a procedural issue relative to the Citizens' Petition that had 14 signatures to be placed on the ATM warrant. He added in order to move this forward it would be appropriate for Selectmen to recommend public hearings be held by Planning Board with no recommendation by the Board of Selectmen on the proposed by-law change. Lombardo mentioned that he has discussed matter with Town Counsel Donna Brewer who believes Selectmen have an obligation to refer Citizens' Petition to Planning Board to discuss what by-law change would be.

Hubbard opined that the Citizens' Petition is the voice of the people. Board members suggested that Lombardo's advice was based on helping the petition along with Planning Board carrying out process to hold public hearings. Lombardo stated that the Board of Selectmen would act as a body making a vote on the matter and it would not be binding on the Planning Board which would have access to Town Counsel.

Maddern moved that the Selectmen forward the Citizens' Petition regarding the Town by-law change to the Planning Board for the posting of public hearings. Scuteri seconded the motion. VOTE: Unanimous.

Discussion of Department of Planning and Inspections and vote to approve reorganization

Lombardo noted that the Selectmen had voted to create the Department of Planning and Inspections and approved reorganization. The Director of Planning job description was sent to and discussed with the Planning Board. The Planning Board believes a dedicated Planning Coordinator in addition to a full time Director of Planning and Inspections is needed. Lombardo mentioned that funding is not in place for two positions and he said this was not warranted since the new position would support Planning Board more robustly. He suggested that once the Director is in the position for six months evaluation could be done to assess if additional staff resources are needed.

Discussion ensued about how the Director of Planning would likely attend Planning Board meetings and coordinate minutes recording. Hubbard opined that this is an opportunity to not add a position although he acknowledged it was approved by Town Meeting but suggested that planning could be done for the Town at less cost and risk. Discussion addressed how Planning Board as an elected entity does not hire employees.

Johnson spoke to how Planning Board for last 12 years has wanted ability to do long term planning similar to what is done in Ipswich. He noted that Hamilton does not have the right balance of development and income to afford the government the Town is being asked to deliver. He summarized how a coordinated planning department would provide a one-stop shop to provide services and this would enhance Planning Board.

Johnson emphasized that the Town needs to move forward and the Board has voted to create the position and department to solve Hamilton's larger issues. Hubbard opined that this position expensively adds to the size of government. Scuteri spoke to how elected officials, especially those winning a seat when running unopposed, are volunteers. She concurred that development is needed in Town, added that Town Meeting had approved the needed Planning Director position (three years ago), and noted Johnson's background where he served on Planning Board adding value to discussion.

Neill spoke in favor of Planning Director position, noted that salary has been approved by Town Meeting for the position and mentioned that it is a key position for Town Manager to manage Town Hall and Hamilton. He opined this is an opportunity to coordinate development in the downtown and outside that area. Neill thought there would be a savings from the position once good development is created. Maddern said the considered proposal for a Cumberland Farms at Gulf Station could have been facilitated by a Planning Director, and more senior staff could leverage grant sources. Hubbard suggested development could be done without an expensive full time position and opined that Planning Board has elected positions to provide an independent review. Johnson noted that the Planning Director position as a full time position would add the other half time to a half time position Hamilton currently has with its Planning Coordinator and he reiterated that the Board had already voted to approve the Department of Planning and Inspections, and reorganization.

NEW BUSINESS

Consideration of topics for discussion at future Selectmen's meetings

Discussion ensued about future Board meeting topics including pool bids, Cutler Park, and recommendation from Patton Advisory Committee on economics associated with Patton Homestead housing project bids.

Discussion was about if pool project bids are acceptable that placeholders should be included on next week's BOS agenda such as inter-municipal agreement with Wenham. Also mentioned was whether or not Weston & Sampson's presentation could be done at ATM via a videotape of a meeting done in Hamilton.

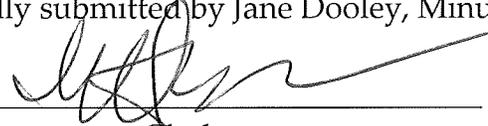
Set date for next Board of Selectmen meeting

The Board set next meeting date on March 24. Johnson asked if Hubbard was interested in scheduling time at an upcoming BOS meeting to cover the recreation outsourcing concept he negotiated in a previous BOS meeting. Hubbard indicated he would do it in the next fiscal year.

Johnson entertained a motion at 8:10 p.m. to adjourn. Hubbard so moved. Neill seconded motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____



Clerk