

**TOWN OF HAMILTON  
BOARD OF SELECTMEN  
APRIL 28, 2014**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, April 28, 2014 with Marc Johnson, Scott Maddern, David Neill and Jennifer Scuteri present. Town Manager Michael Lombardo, Finance Director Deborah Nippes-Mena and Finance & Advisory Committee Chair John McWane also present.

**Call to order**

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

**Public Comment**

Brian Stein, Hamilton Development Corporation President, described proposed improvements for the downtown including benches (i.e., similar to those installed at the Patton Park playground). Potential locations could be Railroad Avenue, in front of Talbot's, at the Senior Center, triangular lot across from Gulf Station, and on Bay Road in front of the bank property.

Also, a small fundraiser (i.e., \$10,000) would be done where plaques could be installed on the benches. The types of benches the HDC is investigating range in cost from \$600 to \$1,500. Stein suggested that more substantial benches have a 10 year warranty.

**Town Manager's report**

Town Manager Michael Lombardo commended work done by Police and Fire departments at an active fire this week especially Police Sergeant Karen Wallace. Also, the confirmation of Bill Redford as DPW Director will be next Monday (Redford will start work tomorrow, the job offer is contingent on Board approval). In addition, the bathrooms at Patton Park were severely vandalized and are not operable; temporary bathrooms will be brought in since local baseball season starts tonight.

**Chairman/Selectmen reports**

Jennifer Scuteri thanked A. P. Gardner American Legion Post that hosted an event on Saturday afternoon in honor of Patton family where Patton Hall was named at the Legion building. David Neill noted effective meeting he had with Maddern to get to know the new Board chairman. Marc Johnson described enjoying music series and

encouraged support for programs sponsored by the Community House. Maddern concurred with Scuteri about Legion event mentioning that Senator Bruce Tarr and State Representative Bruce Hill spoke to Patton Hall commemoration especially for Mrs. Patton and work Scuteri had done with Legion relative to CPA funding. Also, that \$6,000 of the Meals Tax money had been allocated for downtown improvements by priority including benches, banners, and flowers. Marcie Ricker is doing an assessment and suggesting alternatives. In addition, Maddern had spoken to Bill Wilson, new HW School Committee chair as well as Wenham BOS chair Jack Wilhelm relative to one on one and joint meetings, and Hamilton Fin Com Chair John McWane about three year budget forecast.

## **CONSENT AGENDA**

Maddern read items on Consent Agenda.

- Appointment: Thomas Hever to the Board of the **Council on Aging**, to complete the term recently vacated, ending June 30, 2014.
- One Day Liquor License: **Christopher's Table** for an event on Saturday, May 10, 2104.
- Request for permission by the **American Diabetes Association** to use Town roads for part of the course for the annual Tour de Cure bike race on Sunday, May 18, 2014.
- Approve Minutes for Regular Session – March 24, 2014; Regular Session – March 31, 2014; Regular Session – April 5, 2014.

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

## **AGENDA**

### **Presentation and discussion of the Capital Improvement Plan**

The Town has been working with consultants Kevin Clougherty and Jim Fitz from Municipal Resources, Inc. regarding a Capital Improvement Plan (CIP) for Hamilton. Town officials will be reviewing the Town's CIP in multiple working sessions before next year's budget process.

Clougherty summarized how government and public finance had changed since the 1970s specifically relative to community development block grants and project management, and how cities and towns were rewarded for multi-year planning, the

effect of the Tax Reform Act in 1986, and action in the 1990s by the Government Accounting Standards Board (GASB). He spoke to how cities and towns are now managed to these standards and that a fixed assets statement (i.e., this includes assets worth \$25,000 or more) is required. He noted that the CIP is a five-year projection forecasting capital needs such as roads, sewers, schools, municipal buildings, recreation facilities and major equipment. This collaborative plan is worked on with the Town's Planning Department and municipal staff to inventory assets and evaluate progress as well as control costs.

In addition, the CIP provides for transparency with investors, credit agencies and taxpayers to prevent against liability, identifies funding sources that can be used unconventionally and efficiently to save money, promotes use of buildings for multiple purposes to increase efficacy, suggests that capital projects could be primarily funded through federal grants, and it addresses naming rights and associated revenues.

A CIP can be compared to other similar CIPs regarding creative funding, and it is continually updated to reflect the best interest of the Town. The cycle of a CIP consists of planning process that includes inventory of assets, evaluation of assets, assessment of financial capacity, soliciting Town departments and public for projects that are prioritized, financing plan is developed, CIP program is adopted relative to budget and progress is monitored and plan is updated. Some communities use GIS system with CIP and budget programs.

Clougherty presented a legend of funding sources from the draft CIP report that would be available to Hamilton including Free Cash, CPA, Chapter 90, enterprise funds, water and sewer fees, grants (federal, state, private foundations), bonding and debt. He noted that it takes three years to get CIP up and running (1<sup>st</sup> year mechanics, 2<sup>nd</sup> year fully understood, 3<sup>rd</sup> year fully implemented). Also mentioned were summary tables of CIP expense requests (i.e., fire truck) and effect on tax rate. Discussion addressed how the CIP funding sources could be publicized on a municipality's website. MRI would assist the Town officials to determine Hamilton's priorities for the CIP planning document.

John Fitz described benefits of CIP as a means for Town officials and taxpayers to understand in detail the Town's priorities relative to capital projects and expenses (i.e., recurring costs such as police cruisers). Town officials concurred that the CIP provides an assessment structure to enable community buy-in when identifying priorities and developing community vision relative to capital plan (i.e., heading towards renovation of Town Hall in three years), and to identify who is impacted by capital projects and who benefits and to facilitate public process for thorough understanding of projects.

After subsequent working sessions on the draft document occur, a final CIP document is expected by August. Discussion ensued about how once final report is submitted the contract with MRI would be completed; if other work is required that would be addressed in the future.

**Discuss a Three-Year Financial Forecast with John McWane, Fin Com Chairman**

Fin Com Chair John McWane summarized three-year financial forecast document that mirrors the budget with listed revenues and expenses. Growth factors were considered for these items, resulting tax rate and bottom line (i.e., 75% of budget for the schools) in the working document. This forecast draft will be updated with current data and included in work session on CIP to get a handle on revenue, expenditures and debt. Maddern noted that the three year forecast would provide the Town with guidance on what it can afford especially when input is needed for HW School Committee in October. He'll work with Lombardo on draft, summary reviews, and scheduling relative to deliverables and annual planning going into the next fiscal year.

**Discuss appreciation to HWRSD School Committee for return of FY14 excess funds, and to request creation of policy going forward**

Discussion ensued about plans for Maddern and McWane to go to a School Committee meeting to thank the Committee for returning nearly \$1 million in FY'14 excess funds to the towns.

Also to request a policy be instituted related to how the Committee returns funds to the towns in consideration of timing and certification of Hamilton's tax rate in November or should the funds be used to reduce supporting municipalities' assessment. In addition, are the schools allowed to use those funds (i.e., sprinkler system) or should they be returned to the taxpayers and HWRSD would ask towns for funds to support a program/project.

Also, when HWRSD receives more state revenue than expected for budget should that be given back to towns. In addition, if excess funds are identified when the budget is set, then the assessment should be reduced. If this occurs in the fall, the funds should be given back to taxpayers versus spent by the schools. The intent of the policy would be to return any excess funds not needed to run the school system back to the taxpayers as soon as possible.

McWane added that Town only has Fin Com reserve (i.e., \$100,000) to get funding when needed without holding a Town Meeting. The HWRSD with BOS approval can spend \$900,000 of Excess & Deficiency funds any time it needs to during the year. Selectmen agreed that HWRSD has to have such a policy written in its own language to define how excess funds will be returned to the supporting communities. Maddern reported that the School Committee Chair Bill Wilson has said this matter is timely for his Committee. Town officials noted that trust and importance of maintaining Hamilton's tax rate are key in this dialog with the Committee. Maddern will follow up now that the Committee is open to this discussion.

**Set date for next Board of Selectmen meeting**

The Board's next meetings are scheduled for May 5 and May 19.

**NEW BUSINESS**

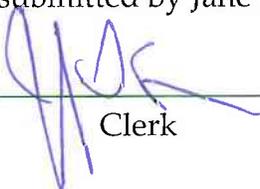
**Consideration of topics for discussion at future Selectmen's meetings**

Discussion addressed topics including: models from other towns' CIP to be reviewed during a work session, Cumberland Farms public hearing on fuel tanks, confirmation of DPW Director, HW Library wage and classification study, Code of Conduct refresher, reassess Patton Park pool project, Patton Homestead update including draft purchase and sale document, GCTS property relative to housing and Town interest (seminary was educated about options regarding existing Town by-laws and GCTS is responsible for next steps), scheduling a planning session on Saturday morning, and BOS walk downtown or visit to the schools.

Maddern entertained a motion at 8:44 p.m. to adjourn. Scuteri so moved. Johnson seconded motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

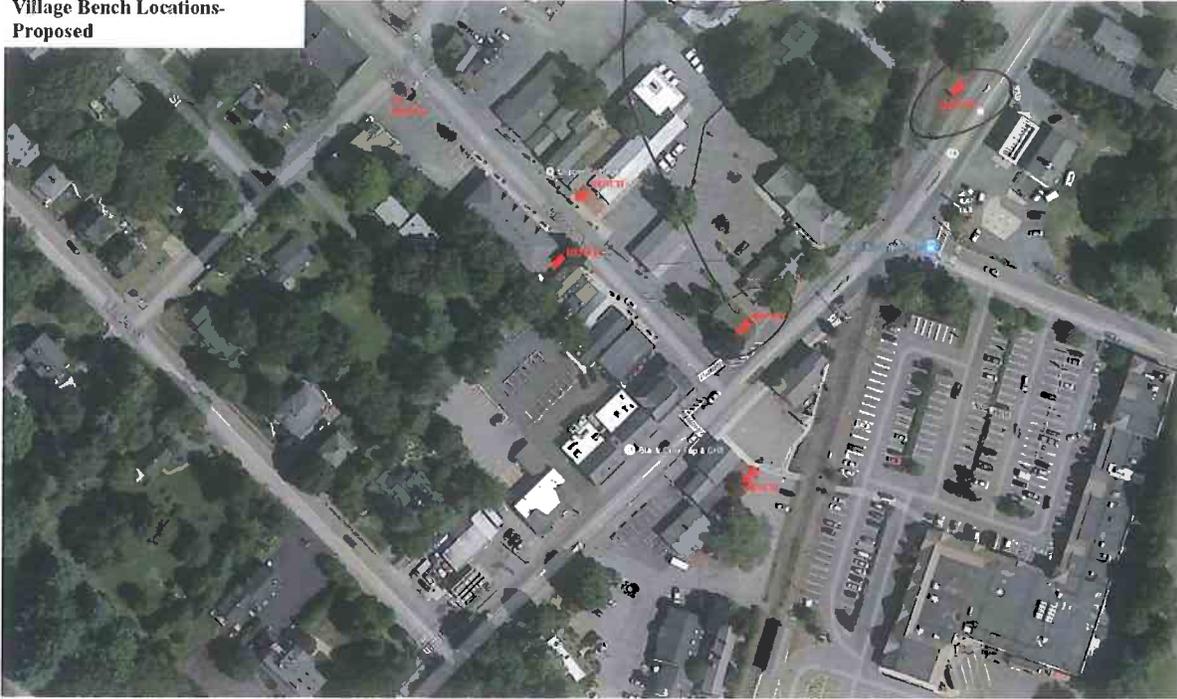
ATTEST: \_\_\_\_\_



Clerk



**Village Bench Locations-  
Proposed**



**Bay Road between Linden and Walnut**



**Bay Road between Walnut and Asbury**





BENCH OPTION 1 - APPROX. \$1,500, IPE SLATS, 10 YR WARRANTY



BENCH OPTION 2 - APPROX \$1,000, MAHOGANY SLATS, 1 YR WARRANTY



BENCH OPTION 3 - SAME AS PATTON PARK PLAYGROUND BENCHES, ALL METAL, POWDER COAT, 1 YR WARRANTY, APROX. \$600

