

**TOWN OF HAMILTON
BOARD OF SELECTMEN
AUGUST 24, 2015**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, August 24, 2015 with Scott Maddern, Marc Johnson, Jeff Hubbard, Shawn Farrell, Bill Wilson present. Town Manager Michael Lombardo and Finance & Advisory Committee Chairman Rick Sprenkle also present.

Call to order

Scott Maddern called the meeting to order at 7:00 p.m. and expressed sympathy to Ipswich police officers who were hit by a car.

Public Comment

Discussion ensued with Thomas Henley about his request for a ramp to be installed at Hamilton Housing Authority building on Asbury Street. Also with Tom Catalano, 595 Highland Street, regarding his interest in creating 501(3)c North Shore Nordic Association relative to grooming the Town's extensive trail network for cross country skiing. He will initiate a fundraising campaign (Kickstarter) for \$10,000 for grooming equipment and a trailer. Catalano offered to provide a matching grant to purchase a snowmobile to tow the groomer. He has been speaking with ECTA, Myopia schooling fields, Trustees of Reservations and DCR to have a trail network start in Hamilton in Patton Park and schooling fields for evening skiing through the park, grass rides, Winthrop property corn field to Bradley Palmer State Park. Maddern noted that there was BOS and Recreation Department support for the proposal and agreed to follow up. In addition, Duke Seaver noted birthday celebration for Sgt. Les Charles.

Chairman/Selectmen reports

Marc Johnson spoke to statewide funded Home Modification Loan program that Affordable Housing Trust has researched that is income qualified. Information is available in a flyer and on the Town's website. The HDC has an annual plan and policy/procedures related to Town accounting (i.e., audits), the Corporation supports mixed use by-law for upcoming fall Town Meeting, and is interested in when next all land use boards meeting will be held. A petition is in place to reduce speed limit in Town from Hamilton town line to past Patton Park since there are extra crossings that children are using across Bay Road. The state would have to allow for a lower speed limit downtown.

Jeff Hubbard mentioned that Karen Tyler is the new veterans' agent who has an office in Ipswich Town Hall and she could be invited to a future BOS meeting. Also mentioned was potential for Board to attend a future HW Library board meeting.

Bill Wilson noted that HWRSD is working hard to get school started on September 8, Winthrop School project will be completed by start date. FinCom meet on August 17 and looked at budgets. The BOH's plastic bag/Styrofoam by-law has been approved by Attorney General, and that board is having bat houses installed in Town (i.e., at Patton Park).

Shawn Farrell reported that the Recreation Board has been discussing turf field, having a presentation (possibly Sept. 24) done by consultant Gale Associates with HW School Committee about the plan, the pool project that will come before Planning Board for a recommendation to the Zoning Board of Appeals with RFP out in September, demolition of defunct pool in October and swimming in new pool in June or July depending on construction schedule.

He gave an update on eligibility of CPA project applications reviewed and/or approved by CPC: Hamilton Historical Society finishing 3rd phase of pictures project for \$9,980, American Legion interest in replacing basement windows and electrical upgrade for \$65,000 and numbers will be provided on infrastructure costs, Town Hall rehabilitation project for \$550,000 that was tabled until next meeting relative to review of costs and \$50,000 for historic evaluation, COA project was tabled until director can attend a CPC meeting, Hamilton Housing Authority is interested in replacing roof and gutters at 31 Union Street due to storm damage, and ECGA's Sagamore Hill project. Farrell noted that CPC subcommittee had discussed Sagamore Hill project and associated costs as well as details related to raising CPA surcharge from 2% to 3% which would nearly double available CPA funding for Town. In addition there had been CPC discussion with Marc Johnson about draft land acquisition policy.

Farrell mentioned Planning Board's public hearing for proposed by-law change for mixed use with Brian Stein presenting for HDC. That discussion addressed parking issues and signage related to parking law enforcement. The Planning Board was supportive of the proposed by-law change. Also approved was the change for 650 Asbury Street site plan from triplex to duplex as well as ANR. Site plan review recommendation for 545 Bay Road (Hamilton Gardens, Institute for Savings site) was well attended by abutters and inquiry was on night time lighting and drive through having three bays, entering and exiting will occur on Bridge Street, and alternatives for landscaping. He gave an update on zoning by-law review and status on related

committee working with expert consultant. This revision should be ready for spring Town Meeting.

Maddern provided an update on Council on Aging meeting and feedback on We Are in It Together presentation, ZBA meeting relative to sidewalk on Bay Road and unusable trailer at T&M Landscaping site where site plan was approved for building expansion, Patton Homestead non-profit incorporators and likelihood of primary use at site being event center.

Town Manager's report

Town Manager Michael Lombardo described quarterly newsletter is being printed and expected this week, more users are following social media, department head presentations are ongoing, consideration for changing platform to host Town website (i.e., WordPress), 650 Asbury Street has cleared permitting process and closing is expected in September, details about pool project with parking lot site work underway, RFP for cell towers will be released this month for consideration on Town land, solar project at landfill where Town has applied for state grant on owner's agent and draft RFP, CPA application for Town Hall renovation, turf field project, landfill project where loam and seed has been installed and conversation with Marsh Rats to restore shooting range to site relative to DEP post closure use, public works is analyzing costs to replace flag poles around Town.

CONSENT AGENDA

- **Reappoint** William Redford as Deputy Tree Warden, Water Use Restriction By-law Enforcer, and TIP Coordinator. The term for each position expires June 30, 2016.
- One Day Liquor Licenses – **Community Service of Hamilton & Wenham, Inc.** for events on Saturday, September 19, 2015 and Saturday, November 7, 2015; **Shannon Monte & Daniel Halbett** for an event at Green Meadows Farm Saturday, October 3, 2015.
- Permission sought to use Town roads by **Beth Israel Deaconess Medical Center** for its A Reason to Ride bike fundraiser on Sunday, September, 13, 2015.
- Permission sought by **Green Meadows Farm** to hang banner from the poles at the Senior Center promoting its 12th Annual Harvest Festival from Saturday, September 19 through Saturday, September 26, 2015. The event is free and open to the public.

- **Approve Minutes:** July 20, 2015 – Regular Session; August 3, 2015 – Regular Session.
Revote the following items:
- Make recommendation to the Town Moderator to appoint John T. Kain to the **Finance and Advisory Committee** to a three year term.
- Appoint George Connolly to the **Historic District Commission** for a term expiring on June 30, 2018.
- Accept Donation to H-W Recreation Revolving Fund for 2015 Two Town Patriotic Celebration – Fireworks -- \$500 – The Gourdeau Family

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

AGENDA

- **Special Town Meeting** – Discussion of Special Town Meeting dates and consideration of changing to November 7; take any action relative thereto.

Discussion ensued about how a warrant has not been opened for STM originally considered for October 3, that mixed use by-law warrant article would allow residential use above commercial/retail uses downtown, and more time to communicate details on Sagamore Hill project to the public would be useful (especially regarding CPA application. Board members weighed in on possibility of changing date to November 7 including if presentations would occur in advance and at STM.

Maddern entertained a motion to vote to hold the fall Town Meeting on Saturday, November 7 at Winthrop School and the meeting will begin at 9 a.m. or when a quorum is reached. Farrell so moved. Wilson seconded the motion. VOTE: Unanimous.

Maddern entertained a motion to open the warrant for November 7 fall Town Meeting. Johnson so moved. Farrell seconded the motion. VOTE: Unanimous.

Maddern entertained a motion to include the draft article submitted by the Hamilton Development Corporation for the cancelled October 3, 2015 meeting, the article suggests an amendment to the Hamilton Zoning By-law Section 5 and reads Use and Regulations, Permitted Uses 1, amend by adding to the existing text and at the end of the current language the following: mixed used defined as two or more uses permitted as a matter of right on a single parcel as part of a single development plan, this use requires site plan review (see Section 6.H). Johnson so moved. Farrell seconded the motion. This draft article has been reviewed by Town counsel. VOTE: Unanimous.

- Update/discussion on Joint BOS and FinCom meeting of August 22
Three-year financial forecast

Discussion ensued about how healthcare costs are going to go up 12% (\$80,000) which could correct in subsequent years, energy costs are down 10%, CPI is 1.8% to 2%, OPEB escalator to get on track to full funding in 6 to 8 years based on audit recommendation, and waste management enterprise fund needs to be self-sustaining. Also that document imaging needs to be done right away at Town Hall to get structural relief. For proposed renovations for Town Hall consideration is for better use of facilities to avoid expense of renovations.

Also mentioned was analysis being done on property sales, demographic changes, economic impact, etc. Town officials will share charts of information with community layering in construction permits, school teacher/student ratio and employment in light of declining population. Beyond addressing OPEB, medical expense and retirement costs, the Town can manage its budgeting conservatively with moderate growth expectations on new revenue and appreciation, fiscally conservative over a three year horizon and impact on tax rate is minimal. Suggestion was for a growth model for strategic planning to understand budget drivers and impact. Operating expenses and capital planning are understood. HWRSD is working on similar plans on a parallel path. Town officials will follow a budget calendar to provide for community input. Also mentioned was the importance of timely communication to public via Town website.

Discussion addressed how a state solution for OPEB cost is not forthcoming and auditors have emphasized importance of budgeting to work toward fully funding this cost. Other consideration is on HWRSD capital budget relative to planning and impact on tax rate. Also mentioned was what community would accept in debt level relative to what projects the Town can afford (i.e., turf field and Sagamore Hill). Hamilton is ahead of its peers in terms of ratio of debt and layering of debt in regard to cash flow and borrowing options. Lombardo offered to lay out what the Town has in terms of debt capacity (AAA rating) including guidelines and parameters. At the August 22 meeting Town officials looked at debt schedule, projects and funding sources. A subsequent joint meeting will be held in September.

- Discuss implementation of Hamilton Development Corporation **Design Guidelines for Downtown.**

Discussion ensued about HDC's design guidelines for downtown that were presented during its visioning sessions and how developers and property owners before the

Planning Board and ZBA are provided review packets by the Town and how these guidelines could be part of that package especially associated with building permit process. Hubbard opined that the downtown property owners are already maintaining their buildings, suggested focus should be on infrastructure (i.e., trees, lighting, sidewalks), and that guidelines could be used cooperatively between Town and property owners. Farrell mentioned that guidelines would be used for new construction and noted ULI meeting with HDC relative to improving the aesthetics downtown (i.e., materials other than asphalt for sidewalks) and to provide consistency in architectural elements/design of the Town's downtown establishments. Wilson concurred with Johnson's suggestion to send a memo to Town boards expressing support for the guidelines, and mixed use bringing in revenue.

Discussion was on importance of understanding what actual cost would be associated with infrastructure. Also, how land use boards currently work with developers to reach an architectural end result that is conducive for the community by providing leeway but offering guidance on design elements and materials. Maddern will work with HDC to draft memo on proposed use of the guidelines for Hamilton's land use boards.

- **Turf Field Policy Discussion** – provide input and guidance to the work group, discussion of Gale Associates September presentation

Discussion addressed role and comfort zone of HW School Committee with the turf field project, how consultant's presentation to HWRSD should include BOS (Hamilton and Wenham) to assess support for project especially relative to how project would be funded (i.e., CPA funding and/or property taxes) and by what entities, if the field at regional high school site would be used by Recreation Department beyond HWRSD, and that information should be presented associated with health concerns that public might have about using synthetic turf material. It was noted that Ipswich is currently going through the turf field process which could be monitored.

- **Town Beach** – Review memo from Town Manager and discuss next steps

Discussion was on if Town would staff a formal beach with lifeguards which is costly based on square footage where 10 to 15 people could use the beach at one time and required improvements, annual operating cost is estimated to be \$22,000, with as much as \$16,000 to improve parking lot and access to site. Complexities associated with the beach are due in part to a person having died at the beach who was swimming and got caught in the weeds, however, beach could be posted "no swimming, swim at own risk, Conservation Commission permitting process to eradicate weeds or do any dredging to

improve swimming standard, the water level is low in shallow area for 30 yards and accessibility from the shore is an issue so sand or steps may need to be added. In Wenham, fees are collected for use of Pleasant Pond but this does not cover costs. Discussion addressed the cost benefit equation for swimming, whether or not a paddle board or kayak rental firm could lease the area from the Town, that Recreation revolving fund might not be the best use to subsidize the beach, and that there is a nearby boat ramp with some parking is available.

- Set date of next Selectmen meeting

The next Selectmen's meeting will be on Tuesday, September 8.

NEW BUSINESS

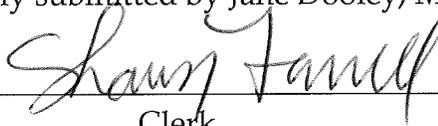
- Consideration of topics for discussion at future Selectmen's meetings

Discussion addressed inviting Karen Tyler to a BOS meeting, scheduling all boards meeting, and reviewing capital plan with debt information to provide information to community including funding mechanisms to understand what projects Hamilton can afford.

Maddern entertained a motion to adjourn at 9:04 p.m. Wilson so moved. Johnson seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

TEST:


Clerk

WOLE
ATOM

