

**TOWN OF HAMILTON
BOARD OF SELECTMEN
DECEMBER 21, 2015**

The Board of Selectmen met at Hamilton Town Hall at 7:03 p.m. on Monday, December 21, 2015 with Scott Maddern, Marc Johnson, Shawn Farrell, Jeff Hubbard, Bill Wilson present. Town Manager Michael Lombardo, Finance Director Brian Connolly, DPW Director Bill Redford, Town Moderator Jennifer Scuteri, Affordable Housing Trust member Fred Mills, Rep. Brad Hill and Senator Bruce Tarr also present.

Call to order

Scott Maddern called the meeting to order at 7:03 p.m.

Public Comment

None.

Chairman/Selectmen reports

Marc Johnson thanked Maureen Hickey for doing an excellent job organizing employee holiday party at Town Hall.

Jeff Hubbard spoke to state officials visiting Sagamore Hill, HDC's plans to identify projects that can be handled by Town or HDC, consultant working on Town's zoning by-laws and related meeting.

Bill Wilson summarized the fund transfers done by the FinCom as well as that board's discussion about potential of raising CPA surcharge to 3% in FY'17. Also, the HWRSD FY'17 recommended level services budget that funds current programs, services and staffing that has a 2.81% increase or is \$128,000 over last year's budget. A 5% drop in revenue is expected in state funding so the increase for the Town of Hamilton for its share of the school district budget is 3%. He noted that fiscal budgeting is being done well by school administration with little overage in E&D. The HW School Committee is voting on tentative budget on January 7. In addition, the HWRSD is going to be administering PARC test this year.

Shawn Farrell mentioned two projects that the CPC had deemed eligible for CPA funds: \$100,000 to assist with upgrade of the Winthrop School playground, and \$250,000 for general maintenance of the Patton Homestead (CPC will do a site visit). Also discussed by the CPC is \$65,000 for design fees to renovate fields at HW Regional High School. This project would be done with Wenham and corporate sponsors. He summarized Planning Board projects including Canterbrook, landscaping at Patton housing development and addition of a flag pole as well as approval of sunrooms on homes, and proposed changes to zoning by-law addressing legality, understandability and conflicts with Mass. state law. Farrell provided an update on Conservation Commission activities including Notices of Intent for 470 Essex Street, and 134 Lakeshore Drive, Certificate of Compliance for 182 Lake Drive, Requests for Determination of Applicability for 186 Echo Cove Road and 27 Juniper. Also noted was discussion about degradation of wetland in some parts of Town due to leaves and debris. In addition, that perhaps a catch basin may be added to Patton Park parking lot to prevent water from flowing into Weaver Pond or back into the park.

Maddern spoke to citizen requests regarding repairs on catch basins, plowing on private ways, by-law revision meeting, how he judged High School History Fair, and that he met with his counterpart in Wenham Catherine Harrison about the turf field and expected Wenham CPC application on field renovation.

Town Manager's Report

Town Manager Michael Lombardo reported on pool contractor preparing to do site work, 86 Meyer Road is going to be renovated into a habitable building, C. P. Berry is pouring foundations and put binder coat on housing development road, he and Bobby Gates will be meeting in January with website experts to make changes to Town website.

DPW Director Bill Redford provided an update on number and types of cemetery lots at Hamilton Cemetery and explained that a new section is being developed to add lots. In addition, that the Town is in compliance with by-law regarding snowplowing and how layouts are being worked on for private ways that currently do not fall under by-law for Town snowplowing, some private ways still do not qualify for public snowplowing, and 11 roadways have petitions before the Town. Also, catch basin repair work is being completed before the winter, and street lights at the back of Patton Park are being addressed to direct light toward park and to be powered separately for more control.

Consent Agenda

Maddern read the following items:

- Permission sought by **Hamilton Wenham Green** to place sandwich sign near the corner of Asbury St and Rout 1A announcing its annual Christmas Tree Recycling program. The sign would be placed on December 26 and be removed on January 10, 2016.
- Permission sought by Rich Morrell of **YuKanRun.com Road Race Series** to use Town roads for a 13.1 race, beginning and ending at HWRHS between 9 a.m. and 12 p.m. on Sunday, May 15, 2016.
- DPW seeks permission to sell cemetery plots to former resident of Hamilton.
- Sign ABCC 2016 Renewal Certification, which accompanies the liquor renewal applications.
- Approval of the December 7, 2015 – Regular Session Minutes

Hubbard moved to approve the Consent Agenda. Wilson seconded the motion. VOTE: Unanimous.

Agenda

- Discussion with Hamilton Affordable Housing Trust: re the Board of Selectmen approval of funding for the purchase of land by Habitat for Humanity to develop two, 3-bedroom houses on Asbury Street and take action deemed appropriate.

Discussion ensued with Fred Mills from the Affordable Housing Trust and Don Preston, technical director for North Shore Habitat for Humanity, regarding a two-family property at 270 Asbury Street that Habitat for Humanity has under agreement. The proposal for the property is to divide it into two separate spaces on the lot. Funds for the project from the Town are \$250,000 received from affordable housing requirement related to Patton Homestead housing project. Selectmen discussed the request from the Affordable Housing Trust for the Board to support the Trust's unanimous vote to grant up to \$250,000 for Habitat for Humanity's acquisition of 270 Asbury Street.

It was noted that this grant does not diminish the Trust's resources to work toward the Town's goals to bring Hamilton's less than 4% of affordable housing in Town up to state's goal of 10% per community. Habitat for Humanity will have site control of the proposed four units at the site and the development will go through site plan review with the Zoning Board of Appeals. There will be two permanent deed restrictions. A

local preference will be associated with the property but home drawing/lottery will be used so North Shore families will end up living at the property. Hubbard expressed his concern about how in this case the Affordable Housing Trust funds might not specifically help Hamilton residents, and that they should be used for current residents.

Maddern entertained a motion for the Board of Selectmen to approve the vote of the Affordable Housing Trust for a grant of up to \$250,000 to be used to gain site control over 270 Asbury Street with two permanent deed restrictions that will last for perpetuity. Johnson so moved. Farrell seconded the motion.

Discussion addressed how there is currently \$250,000 in the Affordable Housing Trust and that there is additional money through CPA funds available for affordable housing. A Hamilton resident would have two opportunities as part of the local preference aspect of the selection process for 270 Asbury Street to purchase one of the properties for \$135,000 in a pool of typically 30 people that live or work nearby.

Also mentioned was the 89 Asbury Street property that is currently in a complicated bank procedure that would be a candidate for affordable housing as well as the 270 Asbury Street property that was acquired through auction and is ready for action. If the Trust had more money it would be considering the 89 Asbury Street property at this time as well. It was noted that applicants selected for a home at 270 Asbury Street will be required to put 400 hours into construction of the homes.

The Selectmen voted 4-1 on the motion with Hubbard opposed.

- Review of Special Town Meeting, including Town Moderator

Discussion ensued with Town Moderator Jennifer Scuteri about pros and cons associated with holding Town Meetings at Winthrop School versus the HWRHS. The advantages of Winthrop School site are senior citizens can hear and see presentations better, counted votes are easier to do, there is natural lighting, and venue is more conducive for attendees to move around at site, as well as the central location is easier to schedule the event. Disadvantages are only one microphone was available, expense to rent chairs, and the high school auditorium has larger seating capacity. Discussion will occur with the Town clerk about how to address chair issue at Winthrop School for Town Meetings. Town officials noted how effective the presentation guidelines and voting cards were used at STM. The ATM is scheduled for April 2.

- Review of 3-year financial forecast

Finance Director Brian Connolly provide final iteration of three-year forecast including \$200,000 placeholder for Free Cash for FY'17, water enterprise allocation of \$224,073, ERRS growth factor of 11.6% or \$40,000 increase, health insurance cost is the same (an agent is collecting data and bids are coming in from providers), HWRSD 3% budget increase, debt for MRMS and Buker School, Essex Tech number is up due to increase in students, HWRSD's capital expenses are included in school district's operating expense budget.

Hubbard opined that understanding the FY'16 year to date costs would be valuable to understand impact on future costs. Discussion ensued about how the forecasting tool identifies anomalies and how they should be addressed such as rebidding health insurance, and unfunded OPEB cost and how it should be offset. Connolly maintains a monthly budget update and is preparing a quarterly financial report for Board review. The Board discussed concern about projected drop of \$400,000 in local receipts. Department heads have been asked to review local receipts relative to their budgets. Also noted was that there could be a broader discussion about fines and fees.

- Announcements from Rep. Brad Hill and Senator Bruce Tarr

State officials announced that \$1,020,925 in Landscape Partnership grant had been awarded toward Sagamore Hill open space land acquisition by ECGA and TPL. Chris LaPointe of ECGA noted that \$800,000 in private funding has been raised toward the ECGA project. In addition, that a four-month extension has been granted by property owner for funds to be raised for the project.

Also mentioned were minor changes to Chapter 40B law and related seminar on January 25 as well as Mosquito Control District is moving forward cleaning out sediment at culvert located on Highland and Howard Streets.

- Discussion of water ban signage, consideration of removal

Discussion ensued about seasonal water use restriction in Hamilton relative to outdoor water use and taking down water ban signage. The Town is consistently conservative in its water use and there have been drought conditions this fall.

Maddern entertained a motion for the Selectmen in their role as a Water Commissioners to approve removal of the water ban signage in Town. Hubbard so moved. Wilson seconded the motion. VOTE: Unanimous.

- Set date for next meeting

The Board's next meeting is on Monday, January 4.

New Business

Consideration of topics for discussion at future Board of Selectmen meetings

Discussion ensued about topics including permitting fee for a bed and breakfast, and how the Board will be engaged in the zoning by-law review especially relative to fair implementation.

Maddern entertained a motion to enter into Executive Session, pursuant to M.G.L. c. 30A, sec. 21(a)(2), to conduct a strategy session in preparation for collective bargaining with non-union personnel and M.G.L. c. 30A, Sec. 21 (3) to discuss strategy with respect to collective bargaining with AFSCME Administrative Assistants union as an open meeting may have a detrimental effect on the bargaining position of the Town as I so declare and not to return to open session. Johnson so moved at 9:03 p.m. Hubbard seconded the motion. Roll call vote: Johnson, yes, Hubbard, yes, Maddern, yes, Farrell, yes, Wilson, yes.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: Shawn Farrell
Clerk