

**TOWN OF HAMILTON  
BOARD OF SELECTMEN  
SEPTEMBER 20, 2010**

The Board of Selectmen met at Hamilton Town Hall at 7:01 p.m. on Monday, September 20, 2010 with William Bowler, Jennifer Scuteri, Dave Carey, Jeff Stinson and Marc Johnson present. Town Manager Michael Lombardo, EDC Chairman Bill Gisness, Planning Board member Peter Clark and Planning Board Coordinator Marcie Ricker also present.

**One-day Liquor License – Hope 4 Horses – 9-26-10 – Myopia Polo**

If expected guests reach 100, representative from Hope 4 Horses will contact Police Chief Russell Stevens about police detail. Boston catering company is bonded and insured and it is thought that bartenders are TIPS-certified.

Jennifer Scuteri entertained a motion to approve the one-day liquor license request by Hope 4 Horses for an event to be held on September 26, 2010 at the Myopia polo field from 2 to 5 p.m. William Bowler so moved. Jeff Stinson seconded the motion. VOTE: Unanimous.

**One-day Liquor License – Moet Hennessey USA – 9-26-10 – Myopia Polo**

Number of expected guests is 50 maximum, private company event with food served and TIPS-certified bartenders doing the pouring.

Scuteri entertained a motion to approve the one-day liquor license request by Moet Hennessey USA for an event to be held on September 26, 2010 at the Myopia polo field from 1:30 to 5 p.m. Bowler so moved. Stinson seconded the motion. VOTE: Unanimous.

**Discuss possible shared COA interim director with Wenham**

Discussion was on sharing interim Council on Aging director with Wenham. Wenham Town Administrator Jeff Chelgren is preparing draft RFP for position since that community is seeking a new COA director.

Recreation Director Melissa Roy and her assistant Diane Manter are limited in amount of assistance they can provide to Hamilton COA. Additional hours Manter is working to support senior services is being paid for with \$9,000 grant.

If an additional staff person were put in place to support services for seniors, funding would have to be found for position. A warrant article could be put on fall Town Meeting warrant or a reserve fund transfer could be requested.

A newsletter mailing was done recently to 672 senior households in Hamilton. It contained a survey asking residents for input on what services they would like to see in Town for Hamilton's 1500 seniors. The survey submission deadline was September 15. Additional survey results will be gathered at COA event on Wednesday, September 22. Manter will tabulate data and provide it to Town Manager Michael Lombardo for analysis.

At tonight's Selectmen's meeting, elderly residents expressed reservation and enthusiasm for a shared COA director and some seniors mentioned that they had not received the survey.

**Discuss holding public forums on Senior Tax Exemption**

Members of the Fin Com and BoS will be holding a public forum at the COA on September 29 where the senior tax exemption will be discussed. Information sessions on senior tax exemption will be held during senior lunches at Lamson Hall, at Hamilton Council on Aging meetings and at an upcoming Enough is Enough group meeting.

**Meet with EDC to discuss proposed zoning bylaws: Willow Street Overlay District and Estate Overlay District**

Discussion on proposed zoning bylaws: Willow Street Overlay District and Estate Overlay District with Economic Development Committee Chairman Bill Gisness, Planning Board member Peter Clark and Planning Board Coordinator Marcie Ricker.

In regard to the Willow Street Overlay District, Gisness said EDC supported bylaw but thought a greater percentage of Hamilton's downtown should be considered including Winthrop School site that is presently zoned residential.

Selectmen thought a smaller percentage of Willow Street area currently proposed under bylaw would have a higher likelihood of being accepted by residents enabling a two-thirds favorable vote to pass bylaw at fall Town Meeting. Stinson said he preferred a larger overlay district encompassing the entire downtown, in order to provide direction for future development, but he supported the majority of the Board's decision to promote a smaller overlay first.

Gisness suggested that the bylaw should encourage a business use on first floor and residential use on second floor of downtown properties.

Peter Clark thought if an EDIC were formed this would create momentum with developers. Also discussed was whether or not a planning consultant such as Judi Barrett should be asked for input on bylaw. Apparently Barrett is busy with other projects.

Discussion on money spent by Town to date from sale of Town-owned land to Community Package Store to study feasibility of downtown shared septic system. It was found that cost of such a system was prohibitive. Also noted was that a designated common offsite parking area could assist development and merchants in downtown.

Gisness reiterated interest in a combination of retail and commercial uses in downtown so business district doesn't become predominantly residential properties. Incentives to developers could be proximity of train station that would potentially reduce parking requirement. This could contribute to improvements at former Hamilton public library building including uses by Council on Aging.

Discussion on whether or not design standards should be used in the downtown, that nuisance bylaws are difficult to enforce, and that there is no indication of toxicity at Hansbury site, although, apparently, no testing has been done for sale on Willow Street.

In regard to the Estate Overlay District, Part A criteria has been increased to 15 acres. Discussion was on three properties in Town that have from 10 to 15 acres and if another section of bylaw could address those. In addition, discussion was on whether or not this newly proposed section of bylaw could include preservation of land and open space rather than a great estate house.

Discussion on proposed Canterbrook Farm senior housing development and resistance by abutters. Amount of units proposed may be reduced and clubhouse location will be moved to accommodate setbacks imposed by Conservation Commission requirements.

**Discuss creation of Town Advisory Committee**

Wenham has created a new town advisory committee to do preliminary, basic financial analysis of proposed development projects to assess town costs and revenue produced. This is being done in part since Wenham is focusing on an underperforming asset. Some Selectmen expressed concern about how politics can drive interest in projects.

Discussion was on if organizing a town advisory committee would be appropriate for Hamilton since Town Manager Michael Lombardo has projects but not enough time to develop numbers. Canterbrook Farm project could fall into this category. The farm property currently brings in \$39,000 in tax revenue annually to Hamilton and no analysis had been done on projected revenue before the project started to move forward. Discussion was on role of EDC and Finance Committee relative to financial analysis of potential projects.

Wenham has two fewer Selectmen than Hamilton to focus on development projects. Board members Marc Johnson and Dave Carey agreed to assist Lombardo on a project.

**Discuss adoption of mandating TIPS certification for all liquor license applications**

Discussion was on adoption of a TIPS-certification mandate by Hamilton for liquor license applications that would be limited to pouring establishments rather than include package stores.

A motion was proposed and withdrawn after not receiving a second to have liquor license holders and their employees (not including package stores) be required to have TIPS-certification for pouring alcoholic beverages.

The Board asked Lombardo to research what other towns do regarding TIPS-certification. Intent behind proposal is to address one-day liquor licenses. Lombardo will identify how many other communities regulate this and redraft language to articulate pouring of alcohol.

**Finalization of appointment process**

Discussion was on individuals serving on multiple committees. Intent is not to discourage volunteers but be cognizant of potential conflict of interest. In some cases overlap of members is required (i.e., Community Preservation Committee and Historic District Committee). Each Town committee should have a document outlining its charge.

Discussion was on four-page application document used by Lexington in their appointment process for town committees and boards. Johnson will send Scuteri his comments on this document that institutionalizes appointment process.

A brief description of requirements for serving on boards as well as the committee's charge should be posted on Town website.

Discussion included whether or not non-resident business owners should be allowed to serve on certain Town boards and committees. Gisness thought there could potentially be a conflict. For instance, a Wenham resident who is a Hamilton business owner might be opposed to new use for Winthrop School due to impact to Wenham.

Also discussed was that particular expertise is required on some committees (i.e., Board of Health).

**Minutes Approval**

Carey entertained a motion that the Board approve regular session minutes from June 21 and 28, July 12 and 26, August 4, 9, 16 and 23, September 7 and 10, 2010. Bowler so moved. Scuteri recused herself from June 28. Johnson recused himself from July 12, August 23 and September 10. Stinson seconded the motion. VOTE: Unanimous with exception of minutes where Scuteri and Johnson recused themselves from voting.

Carey entertained a motion that the Board approve executive session minutes from July 12 and 26. Stinson so moved. Stinson seconded the motion. Johnson recused himself from July 12. VOTE: Unanimous with exception of minutes where Scuteri and Johnson recused themselves from voting.

A letter will be drafted to Town boards and committees specifying that they will be required to keep copies of their meeting minutes at Town Hall.

**Other business**

Discussion was on what next steps are for developing Town landfill on Chebacco Road. Johnson said Alteris, a solar panel distributor, is supposed to supply Town with an economic analysis to share with landfill committee.

Discussion on need to get annual report done this year including descriptions of what every committee in Town does.

Also addressed was that Town board members should be encouraged to attend Town Meetings.

Discussion was on how frequently Selectmen should meet and need to combine flexibility with setting a schedule. Due to Hamilton's new form of government, Board is leaning towards meeting three out of four Monday nights a month this would include working sessions. Lombardo is out of Town on October 4 so Board will likely skip meeting that week. Lombardo is preparing an analysis on regional ECO to be discussed September 27.

Discussion on Selectmen using website for public discussion and if this would comply with Open Meeting Law.

Scuteri entertained a motion at 9:00 p.m. to adjourn. Bowler so moved. Carey seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

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

Clerk