

# HAMILTON BOARD OF SELECTMEN

## MINUTES OF MEETING

June 19, 2017

Members Present: Shawn Farrell, Allison Jenkins, Jeff Hubbard Scott Maddern and Bill Wilson (Chairman).  
Town Manager: Michael Lombardo

This meeting was called to order at 7:03 pm.

### **Announcements**

Bill Wilson described the current Board openings: Planning Board two Associate Members, one and one MBTA representative position.

### **Public Comment**

A resident asked why the Memorial Day flags were not kept up until the 4<sup>th</sup> of July. Allison Jenkins suggested that the flags might be damaged. Jeff Hubbard said it was the American Legion that volunteered to put them up.

### **Selectmen/Town Manager's Report**

Allison Jenkins shared that she attended the Candlelight ceremony at the high school. Ms. Jenkins mentioned the passing of Ed Haraden. Ms. Jenkins recalled that the Planning Board had been extremely busy and noted that abutters were unhappy with the cell tower proposal at the Town Hall. Michael Lombardo said a balloon test had been conducted and the proposed cell tower could not be seen unless one were standing at the drives to Town Hall. Mr. Lombardo said there was no visual impact, but a need for cell phone service. The Town Hall Building Committee had met twice and had contacted the Community Preservation Committee (CPC) to move the project forward.

Jeff Hubbard discussed the FinCom and CPC relationship with the Town Hall Building Committee. Tim Olson would determine numbers for the beginning steps of the project. The CPC offered little interest as design work was not covered by the committee's purpose.

According to Jeff Hubbard, the FinCom met and discussed solar power opportunities for municipal roofs. The group was meeting with the schools the following week. Mr. Hubbard recalled that the Hamilton Development Corporation and Garden Club funded the hanging baskets through the meals' tax. Mr. Hubbard described the Council on Aging BBQ.

The Joint Recreation Board approved with conditions New England Flag Football's use of Patton Park, according to Scott Maddern. John Cusolito would be the joint board member for the Longmeadow study group. Brad Hill sponsored an annual cookout for seniors at the Senior

Center with the Hamilton Fire Department staffing the grills. Mr. Maddern noted the positive feedback regarding Michael Lombardo's response to residents.

Shawn Farrell described the CPC public hearing regarding past grants and revenue as well as the Conservation Enforcement Orders at Sagamore Hill for Black Earth Compost and Air Force tree cutting. There was a Request for Determination at 35 Miles River Road for an addition and a Certificate of Compliance issued for the Patton Ridge Development. A negative determination was issued for 1 Spangler Way and a three year request for extension for resource delineation at 650 Asbury St. for a kiosk for the Riverwalk as well as other items. There was discussion regarding the Central Avenue parcel.

Shawn Farrell talked about Tim Olson's concern about the Patton Park parking lot and Weaver Pond pipe, which was cleaned up, but not sloped at the correct angle. The ConsCom was concerned about sheeting water into the zip line area and would consider removing the Cape Cod berm on one side, so the run-off would sheet more evenly. Mr. Farrell recalled the "Free Trade Zone" created for craigslist transactions or child exchanges, which would be monitored by police.

Bill Wilson went through the School apportionment scope of work, which was drafted and sent to the Wenham Board of Selectmen and HWRSD School Committee. Scott Maddern would be the representative. Kerry Gertz would also be assigned to the committee. The HWRSD broke the scope of work into categories: administrative piece/membership, language of the lease, having a building in each town, financial apportionment, school enrollment, or housing. Mr. Wilson saw the committee as an opportunity to have an open dialogue between the towns.

The 2017 School Budget featured a \$10,000 positive benefit to the \$29.15M Budget. School placement and out of district placements were a problem but other line items balanced the costs. Mr. Wilson noted that Harborlight was the only respondent to the Willow Street Request for Proposal. There would be a credit through State funding for small scale community housing for as few as nine units and a Town contribution of \$600,000 for the project. Dorr Fox would get together with Andrew DeFranza to discuss the various scenarios. Longmeadow had a very real threat for a 150 unit plus profit development. Harborlight could do 40 units with the Town buying the other parcel, which would be included in the cost analysis provided in the future.

Michael Lombardo recalled the Beech Street reservation with one resident wanting the Town to do something about two encroaching property owners. Deeds did not allow for a determination that the Town was the fee owner of the reservation. The pool opening went well with 135 people attending. Shawn Farrell talked about expanding the lawn space. Mr. Lombardo discussed the Bridge St. culvert demand letter and gravel road improvements, including Chebacco Road, Cutler Road and Winthrop St. Mr. Lombardo discussed the plant filtration solution.

Michael Lombardo said he submitted a grant request for a Community Compact Grant for fiscal policies and a budget document. There would be a meeting to review the draft for regional dispatch with Danvers. Savings could be substantial if the three jurisdictions were included. Jeff Melick had appointed David Wanger and Nick Tensen to the FinCom.

### **Consent Agenda**

Approve minutes of May 1, 2016 and May 11, 2017 Executive and Regular sessions.

Approve year end budget transfers as listed and amended for the record

One day liquor license requested by Green Meadow Farm for a wedding at 656 Asbury St. on July 1, 2017 from 5:00 pm – 11:00 pm.

The Community House request to hang a 120” x 30” block party banner at Patton Park fence from June 20<sup>th</sup> through June 25<sup>th</sup>, 2017.

Motion made to accept the Consent Agent by Jeff Hubbard.

Seconded by Allison Jenkins.

Vote: Unanimous to approve.

### **Public Hearing for National Grid and Verizon.**

Bill Wilson opened the public hearing for the Jointly Owned (Verizon and National Grid) Pole at Pole # 1518 -1 and Anchor and one (1) Anchor at P#1518 and appurtenances of 272 Winthrop Street, Hamilton, MA.

Sabita Mahabership was present to represent National Grid, who would provide the structure for the underground service to 272 Winthrop St. Michael Lombardo stated there were no problems with the location. Scott Maddern requested that double poles be investigated.

Motion made to approve the joint pole proposal of Verizon and Comcast by Jeff Hubbard.

Seconded by Shawn Farrell.

Vote: Unanimous to approve.

Vote to reappoint Town Board and Committee members whose terms were expiring June 30, 2017 as detailed. Bill Wilson wanted new and fresh ideas and asked if, through the liaison roles, there were members that might not want to serve again. Allison Jenkins noted that Bill Gisness moved out of town and wondered if he wanted to continue to be on the Hamilton Development Corporation. Scott Maddern responded that he had talked to him and he wanted to continue.

Motion made to reappoint Committee members as outlined by Jeff Hubbard.

Allison Jenkins seconded.

Vote: Unanimous to approve.

### **Agenda**

Landfill Solar Project. The Board of Selectmen had received a proposal from Ameresco and signed a letter of intent with them. The background and financing was discussed. A technical assistance grant from the State to assist with the project and contract navigation was applied for. As a member of MAPC, the Town was able to subscribe to the program. The landfill was being capped during process. After a 2016, RFQ, which selected Ameresco, a Notice of Intent was signed and DEP met with local Department heads. The draft proposal was received in June, but it was noted that the incentive program had changed.

It was noted that the current incentive program would expire March 21, 2018. There was a waitlist of projects and by the time that this project was completed, the list would be extended. So it was unlikely that the Town of Hamilton landfill project would be eligible for the current incentive program. If the project was not eligible, it would be rolled into the next program, the “smart target renewable project.” The compensation would be slightly different, losing 2/3’s of the value.

The benefit to the Town would be 20 years under the smart program and the current program. The project would be owned by Ameresco with no capital investment. There would be \$55,000 to \$65,000 in savings per year.

Scott Maddern explained that the project would be approved via Site Plan Review under the purview of the Planning Board. There would be a State DEP permit for all landfill post closures, which would take three months to obtain. After Town and DPW preconstruction conferences, there would be weekly meetings. There would be seven to ten people on site per day with a height of 20 workers, including an Ameresco project manager and subcontractors.

Scott Maddern suggested joint Board meetings to expedite approvals. The land area and acreage of the landfill was four acres with solar panels right on the cap so nothing else could occur on the site.

Bill Wilson asked about rooftops to increase credits. Michael Lombardo said the condition of roofs made it unlikely that timing would allow for joint projects. The Public Safety Building was too small to roll into the landfill project. There might be the potential for a PILOT opportunity during contract negotiations.

Declaration of State of Water Supply Conservation. Tim Olson stated the water plant was in need of rehabilitation. The filter media was replaced in 2009 but was on an eight to ten year cycle. According to Mr. Olson, the plant was not able to handle the high demand because the filter media was not able to be washed to provide water for consumers. There were higher levels of manganese with higher levels of demand. The higher the demand, there would be an increase in color discoloration. The DPW requested mandatory restrictions until the problem was resolved. As it was cost inefficient to move the well, the Board considered how to make the plant functional. The long term solution would be to look outside the Ipswich River, such as

finding sources through reservoirs, MWRA or Manchester. While reducing the amount of water for processing, Mr. Olson suggested bringing back the original media intended for the plant and air scrubbers to clean the filters better.

Michael Lombardo wanted to position the proposal for Fall Town Meeting to bond funds and requested to have mandatory water restrictions in place to ratchet down consumption to ensure clean water. Mr. Lombardo added that private well owners would be included in the enforcement.

Allison Jenkins asked about demand and use during a mandatory water ban. Tim Olson responded that demand did decrease. The plant was designed to process 800 gallons per minute. A week and a half prior to the meeting, the Town produced 830 gallons, however the plant would work reasonably well if it only needed to produce in the 400's. Ms. Jenkins wanted to ensure that residents understood it was not a run of the mill issue, but was an operational issue.

Tim Olson announced the project would take two months and a consultant was looking at lead times to change the media, including DEP permitting, scope of work, and bidding it out. Michael Lombardo was looking at the financing of the project including possible use of FinCom reserves. Shawn Farrell suggested moving Town Meeting to an earlier date. If bond counsel agreed that money could be taken out of the water fund, that might be an option.

The current By-law disallowed sprinkler use from 8 am to 8 pm, according to Tim Olson. Non-essential water use ban was most effective according to Michael Lombardo. Tim Olson said larger use was attributed to sprinkler use at nighttime. Allison Jenkins suggested creating a sprinkler ban and revisiting the use in two weeks. As a result, the Board imposed a ban on all private and public users who drew from the same source. Hand watering would be permitted.

Motion made by Allison Jenkins that the Board is determined that there exists or impends a shortage of water such that conservation measures are appropriate to ensure that an adequate supply of water is available to all users and firefighter preparations and that water draw volumes remain in the registration limits. As a result, the Board hereby declares a state of water supply conservation. The following conditions and restrictions or requirements are hereby imposed to all town users of the water system and to users of private water systems as they draw from the same water sources and will remain in effect until the termination of water supply conservation is lifted by vote of the Board. This prohibits outdoor sprinkler use, the use of lawn and garden sprinklers of all types and prohibits the use of drip irrigation hoses or other devices that use subsurface application. Hand watering is permitted.

Seconded by Jeff Hubbard.

Vote: Unanimous to approve.

Member Appointment. Neil Duggan and Catherine Middlebush were discussed as potential candidates for the Community Preservation Committee. The candidates were not present. Scott

Maddern suggested asking the Committee to make a recommendation to the Board of Selectmen. Shawn Farrell would talk with Tom Catalano and talk to both candidates.

Patton Homestead. Michael Lombardo and Tim Olson had met with the Patton Homestead Board to discuss the timeline for the renovations for roof and dormers, scope of work to bid out project, and renovations including the parking lot to get the building in use. An architect was contacted to determine ADA compliance.

Carin Kale had drafted the job description with the Committee, who would review it with the Board of Selectmen. Discussion ensued regarding the Use Policy, Fee Schedule, Revenue Projections and Governance Model and Structure. Michael Lombardo was an advocate for the non-profit as some funding opportunities were available to them rather than a municipality. Scott Maddern recalled that Andover said they wished it was a non-profit, even if the Town paid for the registration fees. Donna Brewer and Marisa Batista were working on a special account Town Warrant Article. In response to Mr. Maddern's question as to when the first event would occur, Tim Olson responded that it would occur in a couple of months. Mr. Lombardo said there were events currently with 50 person functions. There was a need for a building use policy to be in place before having the site available for booking. .

The recommendation was not to have dates until January 2018. Michael Lombardo said the Garden Club wanted to work out there with the rose garden and community gardening. Tim Olson said he had drafted a RFQ. Scott Maddern said getting parking and ADA compliance was critical and asked to have another check in date scheduled. Mr. Lombardo suggested the second week in July. Scott Maddern said people would be more inclined to support a Warrant Article at Special Town Meeting if physical progress had begun.

The job description and posting would happen possibly reporting to Patrick Reffett or Michael Lombardo. The governance piece was concerning to Bill Wilson. Mr. Lombardo noted that if the non-profit wanted to ride the wave to move it forward, there would be an option that if it didn't work out, they could stay incorporated and a committee could be pulled together. If the Town staffed the one person position, the other responsibilities could be assumed by the Patton Homestead Directors. Scott Maddern asked the Committee to stay in business to cover the items not completed by the part time staff person.

Retreat Discussion. All members confirmed for the following Monday at the Boathouse. Bill Wilson had agenda items including goals and objectives for the Town Manager and Selectmen, calendar, and prioritizing discussions for future meetings.

Personnel Policies. Michael Lombardo distributed language and changes to the policy. Scott Maddern had suggestions, which Mr. Lombardo thought were good. Mr. Lombardo had sent a gift of time policy to labor counsel who marked it up considerably. Three things needed to be discuss and the redline version would be brought back for discussion.

Small Necessities and Tall Hall Houses. Allison Jenkins was an advocate to change Town Hall hours. Survey Money was used to determine that only two employees were not satisfied and 51% wanted 30 minute lunches. The Board thought there was no dining on site, so a 60 minute lunch would be more appropriate. The first choice for having Town Hall open extended hours would be Wednesday with Tuesday being second. 65% of the employees wanted an extended day, which would also help residents. Union negotiations would need to occur. DPW hours would also be considered as workers had to arrive at 6:30 am to prep for school mowing.

Motion made to change Town Hall hours to close early on Friday with extended evening hours on Wednesday with an hour lunch made by Shawn Farrell.

Jeff Hubbard seconded.

Vote: Unanimous to approve.

The State was pushing the small necessities policy, which was a gift of time policy. A significant event for extended period of time would initiate the policy using vacation time rather than sick time, which could be done with guidelines, but Michael Lombardo wanted something to point to for consistency and fairness. Scott Maddern wanted a written policy. Michael Lombardo would distribute a redline version. Bill Wilson wanted to prioritize the personnel policies. Shawn Farrell noted that his school would pull from a sick bank and apply to the applicant after a committee decided who received time from the bank. Mr. Lombardo would talk to Department Heads, but as Town Manager it could be at his discretion. It was not meant to be a liberal policy but meant to be for tough times and not for an indefinite amount of time. Mr. Lombardo worked with Labor Counsel and Town Counsel to analyze key comparatives to determine loopholes.

**New Business**

Motion to adjourn made by Scott Maddern.

Seconded by Jeff Hubbard.

Vote: Unanimous to adjourn at 9:59 pm.

Prepared by:

Marcie Ricker  
Marcie Ricker

[Signature] 7/24/17  
Attest Date