

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

December 18, 2017

Members Present: Chair Bill Wilson, Shawn Farrell, Scott Maddern, Allison Jenkins, and Jeffrey Hubbard

Town Manager: Michael Lombardo

Members Absent: None

Chair Bill Wilson called the Board of Selectmen (BOS) meeting to order at 7 p.m. There was a quorum. He asked for a motion to enter Executive Session and read the following legal notice:

"I will now entertain a motion to go into Executive Session for the purpose of conducting contract negotiations with the Town Manager, Michael Lombardo, to convene in open sessions at the conclusion of the Executive Session."

Jeff Hubbard made the motion to enter Executive Session. Scott Maddern seconded the motion. The BOS voted unanimously (5-0) to adjourn the regular meeting, enter into Executive Session, and then return to the regular meeting. A roll call vote was taken with "ayes" from Mr. Hubbard, Mr. Maddern, Allison Jenkins, and Shawn Farrell.

Mr. Lombardo stepped out of the room for the duration of the Executive Session. He and the BOS returned to the regular meeting at 7:30 p.m.

ANNOUNCEMENTS

- **Board and Committee Openings:** The Recycling Committee has one open position.

Public Comment

None

Selectmen/Town Manager Reports

Ms. Jenkins said the cell tower on Asbury Street went live Monday and people are reporting an improvement in service. There has been some Facebook chatter regarding School Choice and with that, the annual question about the number of students at Gordon-Conwell. She asked Gordon-Conwell to share the data sheet provided to the school photographer that showed there are currently 46 students. Previously the school had provided a data sheet showing 55 students, but said that was an error. Based on the 55 figure, Ms. Jenkins calculated that is 5% of Hamilton's payment, or about \$870K—a significant number costing each household about \$348. Mr. Wilson said he was curious how that relates to apportionment. Ms. Jenkins suggested it as a future agenda item. In other matters, she said people have been asking about the cell tower behind Town Hall. The issue is still in Federal Court.

Mr. Farrell reported the Community Preservation Committee (CPC) met last Thursday and reviewed eligibility applications from the Hamilton Affordable Housing Trust (HAHT) and the Patton Homestead. In January they will discuss funding. Russ Tanzer requested \$100K on behalf of the HAHT, and John McWane from the Patton Homestead Board asked for monies that will be a fluid number up until Spring Town Meeting because there will most likely be fundraising/donations coming in. The CPC changed its meeting time from 7:30 to 7 p.m. They discussed signage for publicizing CPC successes—temporary signs to display while projects are in process and bronze, or other metal, plaques for completed projects, such as the Town pool. Mr. Wilson suggested the signs credit the Citizens of Hamilton. Mr. Farrell said bids for the COA Balustrade project came in at \$33K to \$35K—higher than the \$25K in grant money allotted. The Patton Park cannon wheels are finished and being stored in the park. They will be put on in the spring. Work is being done on the American Legion. The Pingree Park playground is complete. The Habitat for Humanity houses should be finished around the end of February/early March. The Conservation Commission had a few septic approvals. They also talked about an Audubon Society grant received that covers Hamilton students' field trips, amounting to about \$3,800. This leaves a deficit for the Wenham students because Wenham doesn't participate in the grant.

Mr. Hubbard reported things with the Finance Committee have been quiet other than the joint meeting with the Schools that will be discussed later this evening. He and Mr. Maddern talked about the History Fair at the high school and the fact that 70% of the high school students are involved in extracurricular activities.

Mr. Maddern said the Patton Homestead has been working hard on grant applications; he is helping with those. A kickoff meeting was held with the architect regarding design and structural services. There has been a lot of momentum, and they are discussing the idea of private partnerships and using non-taxpayer money for the renovations. The Historical Society voted unanimously to move its offices to the Patton Homestead. He is following up about price points for cottage housing people may be interested in and has been in discussions with Director of Planning & Inspections Patrick Reffett, who went to the COA

seeking input. He has put all the information to date, including motions made by various boards, into the Longmeadow Study Committee report, which is now done and ready for signatures. He met with Finance Director Marisa Batista on financial policies.

Mr. Wilson said the Longmeadow Study Committee hasn't met since last meeting. He thanked Mr. Maddern for his work on the report. The Hamilton Affordable Housing Trust (HAHT) will meet Wednesday and pick up discussions of the field behind the Library and the agreement for 59 Willow Street. They've already had one reading of the agreement. The HAHT will continue talking about Longmeadow, as well. They will also discuss asking for a CPC grant and the 10% Down Program. Mr. Farrell mentioned that the Planning Board may also be coming to the CPC looking for monies to update its housing plan. The Schools met Dec. 6. Mr. Wilson noted they've had four Cape Ann League Conference Championships. The football team hosted four play-off games, which led to discussions about the need for the turf field. The Girls' Cross-Country team hasn't lost since 2004. He gave kudos to the other sports teams, as well, and to the Schools for their high-level academics. The Schools did a Treasurer's Report and a financial forecast in which they looked at their actuals through Nov. 27. They are favorable in their budget by about \$2,000, Mr. Wilson reported. They had a discussion and a motion to begin the Statement of Interest process through the MSBA (Massachusetts School Building Authority) to look at potential consolidation of the Schools (elementary and middle), although not specifying where or when that might occur. At the Schools' next meeting, they will drill in to their capital plans and budget. Due to a conflict, Mr. Wilson did not attend the joint meeting that will be discussed later this evening.

Town Manager Mr. Lombardo said he is in budget meetings this week. When his assistant Anabela Batista gets back (she is out sick), he will have her schedule budget workshops for January and into early February. He met with Johnson Controls, which is in its sixth year for improvements on the lighting. They've fallen short of their target again this year. The Town will be receiving about \$4,600 back. Mr. Lombardo met with the web developer to talk about the next reiteration of the website. A questionnaire was sent out to ascertain what changes/additions are needed. He met with the Wenham Museum to discuss their lease at the Patton Homestead. He has a conference call set up with MAPC (Metropolitan Area Planning Council) about regional inspectional services. The Town holiday luncheon will be held Dec. 19.

Textile Recycling

Although not on the agenda, Steve Lisauskas from Waste Zero in North Andover was present to briefly describe a textile recycling program that the Town of Wenham is currently doing. Mr. Lisauskas said about 6% of all trash is made up of reusable, recyclable textiles, the lowest recovered materials in the waste stream. The program, which is free, involves people putting out bags of textiles to the curb for pick-up by a van that follows the recycling route. Simple Recycling will then pay the Town \$20 per ton, which is about a

penny a pound. It's estimated that 15 tons of material can come out of what is picked up and be recycled, so the Town doesn't need to pay to incinerate it. Outreach to the residents and sending out the bright pink bags to them is included in the program. He said the program doesn't cause a reduction in charitable donations because people generally curb textiles of lower quality and of a more personal nature, such as bedspreads. Mr. Lombardo passed out information about the program. Mr. Hubbard asked if the Recycling Committee was in the loop. Mr. Lombardo said Gretel Clark is aware of the program and is supportive, but they haven't formally met on it. Mr. Hubbard and Mr. Wilson said Ms. Clark and her team should be involved. Mr. Lombardo said they won't do anything before the first of the year. They will treat this as a first reading and put it on the agenda for a second reading, to which Ms. Clark and her team will be invited. The matter is not something the BOS needs to vote on, although can if desired.

Town Manager Reports (Continued)

Ms. Jenkins gave an update from Police Chief Russ Stevens that the toy drive was a huge success. They had a strong showing of volunteers along with representatives of the Shriners, who partnered this year with the Hamilton Foundation to provide toys for eight Hamilton children in need. They also delivered several hundred toys to hospitalized kids.

Mr. Lombardo met with School leadership last week to discuss the joint meeting held and upcoming teachers' contract negotiations. Ms. Jenkins said the benefits seem generous, such as 15 paid holidays a year. The BOS may provide input to the negotiations through Mr. Lombardo or Wenham Town Administrator Peter Lombardi. Mr. Maddern suggested the BOS vote on a cost of living adjustment and give that input.

Mr. Hubbard asked whether the brown water he's seen recently is due to construction projects or a filtration problem. Mr. Lombardo said there have been a couple of days when there were challenges juggling the filters at the plant. They've put in new water mains and are now tying each house and businesses in. They are nearly done. Mr. Hubbard asked if they should expect the water to be clean now and was told yes.

CONSENT AGENDA

- **Approve Minutes from the Board of Selectmen (BOS) meeting on Nov. 6, 2017.**
- **Approve Minutes from the BOS meeting on Nov. 27, 2017.**
- **Department of Public Works (DPW) seeks permission to sell two cemetery plots to Cynthia Lee Anderson, former Hamilton resident.**

Decision

Mr. Hubbard made a motion to approve the Consent Agenda. Mr. Maddern seconded the motion. The BOS voted unanimously (5-0) to approve the consent agenda.

- **Appoint Carolyn Mullen to the Council on Aging (COA) Board.**

Ms. Mullen introduced herself. She said she is new to the area; her daughter lives in Ipswich; she was a member of the COA in Sandwich where she taught a course and volunteered. She is a former teacher, bank teller, and school supply consultant for home schoolers, and has worked for IBM. The BOS welcomed her and thanked her for volunteering. COA Executive Board Chair Sherry Leonard said she is excited about Ms. Mullen joining the Board.

Decision

Mr. Hubbard made a motion to appoint Ms. Mullen to the COA Board. Mr. Maddern seconded the motion. The BOS voted unanimously (5-0) to appoint Ms. Mullen to the COA Board.

LICENSE RENEWALS

Liquor License Renewals:

All Alcohol Licenses for 2018

- 15 Walnut; Black Cow; Weathervane Tavern; Myopia Hunt Club; and American Legion.

Package Store All Alcohol Licenses for 2018

- 15 Walnut; Black Cow; Weathervane Tavern; Myopia Hunt Club; and American Legion.

Package Store Malt and Wine Licenses for 2018

- Hamilton Convenience Store; and Crosby's Marketplace.

Package Store Malt, Wine, and Cordials License for 2018

- 15 Walnut; Black Cow; Weathervane Tavern; Myopia Hunt Club; and American Legion.

Decision

Mr. Maddern made a motion to approve all of the Liquor License Renewals. Mr. Hubbard seconded the motion. The BOS voted unanimously (5-0) to approve the renewals.

Common Victualler License Renewals for 2018:

- 15 Walnut; American Legion; Black Cow; Daniella's Pizza; Dunkin' Donuts; Crosby's Marketplace; Cumberland Farms, Inc.; Hamilton Convenience Store; Hamilton House

of Pizza; Myopia Hunt Club; Weathervane Tavern; Hamilton Wenham Community House; Green Meadows Farm; Café Shishco; and Honeycomb.

Decision

Mr. Hubbard made a motion to approve all of the Common Victualler License Renewals. Mr. Farrell seconded the motion. The BOS voted unanimously (5-0) to approve the renewals.

Entertainment License Renewal for 2018:

- 15 Walnut.

Decision

Mr. Farrell made a motion to approve the Entertainment License Renewal. Mr. Hubbard seconded the motion. The BOS voted unanimously (5-0) to approval the renewal.

Class II License Renewals for 2018:

- Hamilton Enterprises; A&M Motors; and KJ Motors, LLC.

Decision

Mr. Hubbard made a motion to approve the Class II License Renewals. Mr. Farrell seconded the motion. The BOS voted unanimously (5-0) to approve the renewals.

The BOS discussed that the businesses don't sell on-site; they are on-line and conduct auctions.

Employee Survey Results Presentation, Group Discussion, and Next Steps

Mr. Lombardo reported on the results of the employee satisfaction survey, which consisted of nine questions: 1) What is your current job role? 2) On a scale of 1 to 5 do you feel coworkers respect each other? 3) On a scale of... how satisfied are you with the training and education provided by the Town of Hamilton? 4) ...how satisfied are you with your compensation? 5) ...how valued do you feel at work? 6) ...how effective do you rate your direct supervisor? 7) I am satisfied with my overall management (Disagree, Neutral, Agree). 8) ...how happy are you at work 9) Do you foresee yourself working for the Town of Hamilton in a year?

Ms. Jenkins said she wished more had participated. There were 35 respondents out of about 76 employees. Mr. Lombardo said that could perhaps be attributed to an initial buzz that the survey would somehow not be anonymous, although they did follow up and try to reassure respondents that it was. Mr. Hubbard recommended that a third party conduct it next time. This one was done using Survey Monkey. Mr. Wilson said he sometimes views a

lower response rate as a positive; people are satisfied so don't feel compelled to respond. He said he didn't find anything alarming about the results.

Mr. Maddern said what's key is the "So what?" factor —how the information from the survey is made useful. It isn't just about happiness on the job, he said. Engaged employees are most likely satisfied, but not all satisfied employees are engaged. He asked where the ideas were about leadership and productivity. The degree of flexibility in government jobs is generally limited, he said, but they are always searching for areas of proficiency, so people are proud of what they do. In his opinion, you can't look at the data and see a big problem. He likes the idea of using structured surveys, ones that are proven, give analytics, and have manageable "follow up-able" items. He has such a survey and agreed to share it with the rest of the board.

Mr. Wilson recommended they conduct an employee satisfaction survey once a quarter. He said it was his understanding that 75 employees participated, which was just full-time employees (FTEs), not the number of bodies. Ms. Jenkins said she thought part-time employees should also participate. Mr. Lombardo mentioned that last year he hosted a pig roast that some viewed as a corporate thing when it was purely social. Folks need to realize there isn't an ulterior motive, he said, and they just want to hear from them.

Mr. Farrell noted that unless a person volunteered an email address, the survey wasn't traceable. Mr. Lombardo confirmed they don't collect data on users. Ms. Jenkins took a look at Survey Monkey online and said while there is a way for the survey to have tracking ability, the Town did not track. Mr. Wilson wanted to look next time at how people think what they do every day fits into the larger picture. Mr. Farrell stressed the need to let employees know the Town is trying to improve things. Mr. Maddern suggested a note saying: If you aren't telling us, we can't help you. Mr. Wilson will prepare a draft of the lead-in from the Selectmen for the next survey.

Recap of Joint School Committee, Fin Com and Wenham Budget Meeting

Mr. Farrell said the meeting went well and the two town managers, Mr. Lombardo and Peter Lobardi, gave good presentations on budget issues. They talked about how they should come together as a group so they aren't all asking for capital all at once. They discussed the turf field. Wenham is looking at its issue of override vs. no override and what happens next year. Mr. Hubbard said very little money would be spent the first year for the turf field; it would roll out in FY 2019-20. Phase 1 was \$3.5 million. The Schools said it wasn't their responsibility to do private fundraising, and if there were groups in town that wanted to do it, they would present themselves at a meeting in the fall. Mr. Maddern asked why wait 'til fall. He thought people should step up now. Also, he said, if part of the goal of the turf field is to alleviate use on Town parks, how did the park uses get shifted to the high school?

Some of those issues need to be flushed out. Mr. Wilson said they need a steering committee to drive it. Mr. Maddern added the naming of the field will be another issue.

Mr. Maddern said what wasn't said at the joint meeting was just as important as what was said. What wasn't discussed was capital. Mr. Hubbard agreed. Mr. Wilson said, in fairness, he called Dr. Michael Harvey about that and was told they hadn't done a prioritized capital list for the Schools yet. Also, a major undertone of the presentation was apportionment, which the Schools didn't discuss, although Mr. Lombardi did talk about the cost of apportionment to the town of Wenham, which has received a grant from the State for \$25K to do an enrollment study. The BOS noted there were a lot of new faces on the Wenham Fin Com. While Mr. Wilson had sent over a list of agenda items, many weren't covered—for example, the 2% cost of living increase that the Hamilton BOS has recommended for contract negotiations. Another topic not discussed was OPEB. They had been told a Wenham attorney would be at the meeting, perhaps to go over next steps regarding a potential town override, but the attorney was not present. The message seemed to be that if Wenham were careful, they may not need the override.

Mr. Jenkins said the School Committee voted to increase the superintendent's salary by 2.5%, so the tone has been set. She added that she asked for the School District's salaries and was told her request would be treated as a public records request with a charge. She reminded them that under the bylaws they are required to provide the information. She would like to see the two years of salaries side by side in an Excel grid, to look at increases. Mr. Lombardo said he can provide that.

Ms. Jenkins said she watched the meeting from home and felt the discussion wasn't all that collaborative and the groups were "talking at each other" from their own angles. Mr. Farrell said they still need to see the capital plans and talk about aligning them. Also, while there was some talk about shared services (such as regionalizing fire department services and equipment), nothing was solidified. Mr. Lombardo said it makes sense to regionalize, but they can't do it without willing partners.

BOS members agreed that at the hearing in January, they should push to talk about capital plans, shared services, and each part of the apportionment issue. Public hearings begin Jan. 17. On Dec. 20, budget recommendations are to be presented to the School Committee. Mr. Lombardo said it was his understanding that was postponed. Mr. Wilson said that at a minimum, he would like to see the two Fin Coms get together, especially in light of the many big ticket items for discussion.

Ms. Jenkins said she reviewed Wenham's contracts and as she read it, all employees are eligible for health insurance, which is not dependent on how many hours worked. In Hamilton, an employee has to work 20 hours a week or more to get the coverage. Also, Wenham employees have smaller co-pays and get more paid holidays.

Decision

Mr. Maddern made a motion that BOS Chair Mr. Wilson send a request to the School Committee that they use a not more than a 2% cost of living adjustment in their upcoming contract negotiations (so as to be consistent with other town employees). Mr. Hubbard seconded the motion. The BOS voted unanimously (5-0) to approve the motion.

Changes to Building & Inspection Fees—Second Reading

At the joint BOS & Finance Committee (Fin Com) meeting, the BOS went through the proposed building and inspection fee increases and responded to Director of Planning & Inspections Patrick Reffett, along with Building Inspector Jim Butler and Electrical Inspector Dennis Curran, who attended the meeting. That action was considered a first reading Mr. Hubbard reported that since then, Fin Com approved the new fees, making one change, the addition of a sheet metal/mechanical flat fee that had been left off the original list.

Mr. Farrell said he looked at the current fee schedule, which is much better and clearer than what it was. Mr. Maddern suggested a strong push on social media to update the public about the change. Mr. Farrell recommended including a link to the new fee schedule. Mr. Hubbard asked if Mr. Lombardo felt confident that the Town was nimble enough to make adjustments in situations where fees are adding up on a project with multiple inspectors coming in. Mr. Lombardo replied they will keep an eye on it.

Decision

Mr. Hubbard made a motion to approve the new Building & Inspection fees. Mr. Farrell seconded the motion. The BOS voted unanimously in favor of the new fees (5-0). They will go into effect Jan. 1.

Consideration for New Business Topics

Mr. Lombardo would like to follow up on what they heard earlier tonight about the effect of Gordon-Conwell on School enrollment and costs.

Mr. Hubbard suggested getting an update from the Town Hall Building Committee.

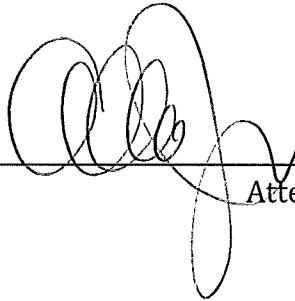
Mr. Wilson suggested a joint meeting with the Schools to discuss apportionment and capital. He is putting together a PowerPoint and spreadsheet and will send it out. Some of the information will be discussed in budget meetings. Mr. Lombardo said it seemed like the Schools didn't want the full board to meet. Ms. Jenkins noted the two towns have their own perspectives and budgets, and she gets a sense the Schools want to work autonomously. Mr. Maddern said the BOS should send them a note to express their feelings—that they're

on the same team working on behalf of the same residents. Ms. Jenkins said she thinks the rules are different in each town—for example, all of Wenham’s employees get health insurance. Mr. Wilson suggested they meet and discuss how to better their collaboration.

Adjournment

Mr. Farrell made a motion to adjourn the meeting at p.m. Mr. Farrell seconded the motion. The Board voted unanimously (5-0) to adjourn the meeting at approximately 9:27 p.m.

Prepared by:



Mary Alice Cookson

Attest

2/5/2018

Date