

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

Town Hall—Memorial Room

November 5, 2018

Selectmen Present: Chair Shawn Farrell, Scott Maddern,
William Olson, Jeff Hubbard,

Selectmen Absent: Allison Jenkins

Town Manager: Joe Domelowicz

Other Town Staff Present: Finance and Advisory Committee
Members

Chair Shawn Farrell called the Board of Selectmen (BOS) meeting to order at 7 p.m. with a quorum present.

ANNOUNCEMENTS

- **Board and Committee Openings:** The Open Space Committee and the Board of Health each have one open position.
- The BOS will holding a rededication of the Patton Park Tank on Nov. 11 at noon in front of the tank.
- All residents in need to review their Medicare Prescription or Drug Advantage Plans during Open Enrollment (Oct. 15 through Dec. 7), please contact Council on Aging Director Mary Beth Lawton at (978) 468-5595 to make an appointment with a SHINE counselor.

Public Comment

Edwin Howard, 10 Meyer Lane, asked the BOS to consider distributing toilet dye to residents in the next water bill to help identify toilet leaks. As a landlord he's currently dealing with this issue. He said it would help the Town conserve water and provide a service to residents for short money. He passed out samples of the dye.

Tatiana Bezamat, 34 Black Brook Road, said Cutler Road was not graded properly and wanted an explanation. She said the grading was done recently and is already "not good."

Mr. Farrell said the Department of Public Works (DPW) has been grading it “in-house” using the equipment it has; the Town doesn’t own a grader. Scott Maddern said this was a time for public comment not decision-making. He suggested she follow up with Department of Public Works (DPW) Director Tim Olson and Town Manager Joe Domelowicz. Mr. Farrell said she could email him. She said she already did. He said he would follow up with her.

Selectmen/Town Manager Reports

Jeff Hubbard reported a Veterans Day breakfast for vets is being held Saturday at 8:30 a.m. at the American Legion on School Street. It will be followed by a parade at 10:30 a.m., which starts at Town Hall and proceeds to the Hamilton Cemetery for a short service and then returns to Town Hall. He said Karen Tyler, director of Veterans Services for the Eastern Essex District, has signed the Town up and is seeking participation and volunteers for the Wreaths Across American program on Dec. 15, when the Town would lay wreaths on graves of veterans simultaneously with participants at the Arlington National Cemetery and cemeteries across the nation. He supplied Ms. Tyler’s contact info. The Gordon-Conwell Theological Seminary Task Force will tour the Seminary next week to get an overview of the property and look for potential Town uses, such as space for a cell tower. He listed the Task Force members and commended them. He said the Town Hall Building Committee is working with the OPM (Owner’s Project Manager) and received nine proposals from architects for the design work, which were narrowed down to three and then to one. The Committee chose a firm with experience doing other town halls similar to Hamilton’s. He listed the Town Hall Building Committee members and commended them, as well.

Mr. Maddern said he believes they can use some money from the Cemetery Fund to help pay for the wreaths. He will bring it up as a future BOS topic. He reported the BOS is meeting on Saturday with Mr. Domelowicz to discuss the Town Manager goals. He gave a quick update on Empower Success Corps, consultant to the Patton Homestead, which is helping with research on uses, pricing, etc., and expects to wrap up in December.

William Olson said the Hamilton Affordable Housing Trust (HAHT) has not met since Town Meeting and will meet in December. The HAHT will be looking at what to do regarding the Willow Street project. The Planning Board is starting its rewrite of the Master Plan’s housing element and has brought in a consultant.

Mr. Farrell said the Wenham Cultural Council will meet Nov. 13 to discuss potential grants and funding for the next year.

Mr. Domelowicz said the job description for the Patton Homestead Director was posted and the goal is to have someone on board by Jan. 1. The Finance Director is interviewing candidates for the open position in the Accounting Department and the Treasurer is interviewing for the open position in that department. The Echo Cove paving/road work

has begun. The Town got unfortunate news last week that FEMA [the Federal Emergency Management Agency] will not be awarding any funds for the cost overruns on the Bridge Street Culvert project [FEMA covered 75% of the rest of the project] because the Town's five-year Pre-disaster Mitigation Plan lapsed in April. The submission for reimbursement was due in May. If the Town gets the plan up again, they can try and seek reimbursement again. Mr. Domelowicz has been in touch with MEMA (the State's Emergency Management Agency) to confirm this. Either way they will go ahead and update the plan so as to be eligible for future funding. Mr. Domelowicz said good news is that 1,072 residents took part in early voting, which represents 18% of the voters. He credited the Town Clerk, Town employees, and poll workers for their work.

Mr. Farrell said people were happy with early voting, which was a well-oiled machine and a pleasant experience.

CONSENT AGENDA

- **Approve Minutes from the BOS meeting of Oct. 9.**
- **Request to remove the mandatory water ban.**
- **Declare Engine 1 (1996 Pierce) as surplus.**
- **Friends of Cutler request permission to hang a 5' x 10' sign advertising the "Ski, Skate & Board Consignment Sale" from Nov. 6-17.**

Mr. Farrell noted there was an offer of \$5K for the surplus truck.

Decision:

Mr. Hubbard made a motion to approve the Consent Agenda. Mr. Maddern seconded the motion. The BOS voted unanimously among those present (4-0) to approve the motion.

At 7:30, the BOS took a brief recess to talk with FinCom Chair Phil Stearns.

Joint BOS and Finance and Advisory Committee (FinCom)

Mr. Farrell announced that due to a clerical error with the posting of tonight's meeting, the Joint Meeting with the Finance and Advisory Committee (FinCom) is postponed until Nov. 19. FinCom members left the meeting with the exception of Mr. Stearns.

AGENDA

Land License for 203 Highland St.—Vote to Reissue License

Mr. Domelowicz reported the owners of the gas station on Highland Street near the corner of Asbury Street have a need to reconstitute their license. There was a paper copy posted on site for years, but it was lost. The Town has copies of the records from when the license was originally awarded. There are no issues. Town Counsel Donna Brewer will do the work to get the license reissued.

Decision:

Mr. Hubbard made a motion to approve the land license for 203 Highland Street to reissue the license. Mr. Maddern seconded the motion. The BOS voted unanimously among those present (4-0) to approve the motion.

Mr. Maddern said some neighbors were concerned about pedestrian crossing at the site. He suggested they look at striping a crosswalk. Also, the owners should stick within the confines of what they are allowed to have on the property.

Social Media Policy

Mr. Farrell said this policy has had a couple of readings. The copy in the packet is the most current. Mr. Domelowicz said it was slightly amended, but nothing substantive.

Decision:

Mr. Maddern made a motion to adopt the Social Media Policies for employees, town-owned online sites, and for appointed and elected board/committee members. Mr. Hubbard seconded the motion.

Further Discussion:

Mr. Maddern had a question regarding the Social Media Policy for employees, which says they are prohibited from accessing social media while on the job. Rather than a total ban, he wanted this to be more about reasonableness since sometimes it is necessary to check social media as part of one's job or as a quick way to communicate concerning one's kids at school and things of this nature. Mr. Domelowicz noted the policies were bright lines drawn to work within.

Mr. Olson had a question about why language was added regarding campaigns as allowed by campaign finance law. It was because Massachusetts general law supersedes Town policies with this.

Decision (continued):

The BOS voted unanimously among those present (4-0) to approve the three Social Media Policies.

Sign and Banner Locations at Council on Aging

Mr. Farrell the sign in front of the COA is no longer there. Ms. Lawson would like to replace it with a sign similar to the one at the Public Safety Building. The sign proposed exceeds the size that's generally been there. A photo of the proposed sign was distributed. Mr. Maddern was in favor of rebuilding a sign there. Mr. Hubbard suggested a few sections of split rail fence in which banners might be hung inside the area with clips. When banners weren't hung there, it would still be a nice fence.

Mr. Domelowicz said the signage falls under the Zoning Board of Appeals (ZBA). He was charged by Mr. Farrell to take these ideas to Bill Bowler, chair of the ZBA, with the BOS's blessing.

The BOS discussed branding issues, how to make signage more uniform, and how to keep from having too many signs.

Decision:

Mr. Maddern made a motion that the BOS recommend to the ZBA the adoption of the COA sign as long as it is consistent with the adjacent signage at the Public Safety Building. Mr. Hubbard seconded the notion. The BOS voted unanimously among those present (4-0) to approve the motion.

Mr. Stearns left the meeting.

Approve BOS Meeting Schedule from Jan. - June, 2019

Mr. Farrell noted that some Monday holidays affect the BOS meeting schedule.

Decision:

Mr. Maddern made a motion to adopt the recommended meeting schedule from Jan. through June 2019. Mr. Olson seconded the motion. The BOS voted unanimously among those present (4-0) to accept the motion.

New Business

- Using money from Cemetery Funds for purchase of wreaths for the Wreaths Across America event.
- Joint meeting with the FinCom.
- Two National Grid pole hearings.
- Water rate discussion with Finance Director Marissa Batista and DPW Director Tim Olson.
- Plowing of private ways.

