

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

Town Hall—Memorial Room

March 18, 2019

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

Town Manager: Joe Domelowicz

Other Town Staff Present: Director of Public Works (DPW) Tim Olson, Finance Director Marisa Batista, and Town Counsel Donna Brewer

Shawn Farrell called the Board of Selectmen (BOS) meeting to order at 7:04 p.m. The Pledge of Allegiance was recited.

ANNOUNCEMENTS & BOARD OPENINGS

- Board and Committee Openings include 1 for the Board of Health, 2 for the Town Hall Building Committee, and 4 for the Capital Committee.
- Annual Town Meeting: April 6, 9 a.m. in the Hamilton-Wenham Regional High School Auditorium.

PUBLIC COMMENT

None.

Selectmen/Town Manager/Department Reports

Scott Maddern had not yet arrived.

Jeff Hubbard said the Town Hall Building Committee will meet Wed. at 5 p.m. at Town Hall. The priority is to get the conceptual drawings out for public input. He said the Committee had done a nice job managing the expectations of the architects and scaling back the project to make the best use of the money available.

Allison Jenkins said a project is being proposed for the Gordon-Conwell Theological Seminary property that was sectioned off.

William Olson said the warrant article for restructuring the Hamilton Affordable Housing Trust should be all set. He elaborated on the Gordon-Conwell project mentioned by Ms. Jenkins, which was brought forth by Peter Conant and will be discussed at the Planning Board meeting tomorrow night. The Planning Board will also be discussing and finalizing three warrant articles pertaining to signage, microcellular facilities, and inclusionary housing. Kim Butler (assistant library director in Amesbury) was chosen from among 15 candidates to be the new Library director pending a reference check.

Mr. Farrell said the Recreation Department rescheduled its meeting that was supposed to take place tonight. He didn't have anything else to report.

Mr. Domelowicz said the email migration was underway and is coming in under-budget. He thanked those involved, including Ms. Jenkins for getting the initial vendor quote and Andrew Wood, IT manager, who took on a large portion of the migration process himself, which saved the Town money. The new Open Space and Recreation Committee met and will work to complete the Open Space and Recreation plan for submission to the State. He encouraged residents to sign up for the Town's new e-newsletter. Discussion of the new electronic sign in front of the Public Safety and Council on Aging (COA) buildings will happen in April. Treasurer/Collector Chery Booth gave notice she will retire at the end of June. He's met with the new Patton Homestead Director and expects to have a business plan ready for Town Meeting. The FY'20 budget projection includes a cost for paving Chebacco Road. The Master Plan: Housing Profile document was received and will be posted on the website soon. The next forum on the Town's housing plan was rescheduled to April 29 at 7 p.m. at the Library.

CONSENT AGENDA

- **Approve Minutes from the BOS regular meetings on Feb. 4 and Feb. 25.**
- **Accord Food Pantry requests permission to post a banner to advertise their Annual Food Drive on Bay Road at the intersection with Asbury Street from May 1 until May 12.**
- **North Shore Tour de Cure requests permission to host annual cycling, walking, and running fundraising event benefiting the American Diabetes Association, May 19 (Route/Insurance info. attached).**

Decision:

Mr. Hubbard made a motion to approve the Consent Agenda. Mr. Olson seconded the motion. The BOS voted unanimously among those present (3-0-1) to approve the motion.

*Ms. Jenkins abstained from the vote because she wasn't present at the Feb. 4 BOS meeting.

AGENDA

Application for Road Races, Walks, or Block Parties—First Reading

Mr. Domelowicz explained the purpose of this agenda item is to simplify the process of obtaining permission for events and receiving Selectmen's comments. Police Chief Russell Stevens said oftentimes people don't know where to go and they'd like a "one-stop shop." Town Counsel Donna Brewer was asked to look over the general lease indemnity agreement, which she did. Mr. Olson asked if there were a fee structure. The answer was no, as these are mostly nonprofit events. Ms. Jenkins found some typos. Mr. Farrell asked if there were a policy on how long before the event someone had to submit the application. Chief Stevens said there isn't a policy, but they like to have the applications about four weeks prior to the event. Mr. Domelowicz will add to the application a request for providing the Town with four weeks' notice.

School Resource Officer (SRO)

The BOS looked over the SRO agreements—a MOU [Memorandum of Understanding] and the Intermunicipal Agreement. Mr. Farrell noted they'd already been reviewed by Chief Stevens and Ms. Brewer. Mr. Domelowicz said Ms. Brewer issued the MOU and it was sent to the School Department for review. Jeff Sands [Assistant Superintendent for Finance and Administration] had several edit requests and they basically accepted all. Ms. Jenkins asked if there would be a dollar value appearing in the Schools' budget for the SRO position or would it only appear under the Hamilton Police budget. Mr. Domelowicz responded it should not be in the Schools' budget. The money is to come from the Green Meadows Farm Host Community Agreement (HCA) with the Town. Ms. Jenkins noted she saw a figure (about \$73K) for the SRO in the Schools' budget. If it is still in there (instead of 0 because it is being picked up by the Town) she wondered if they could make a motion to fix that on Town Meeting floor. Ms. Brewer explained they wouldn't be able to do that, but between now and then, the Schools' treasurer can recertify the portion Hamilton is responsible for.

Mr. Hubbard asked who's responsible for the cost of the SRO if the Town doesn't get the proceeds expected from the HCA, noting there are lawsuits out now surrounding the issue. The answer was Hamilton would be responsible for this year less the amount already received by Green Meadows. Ms. Jenkins said it is written that the Town can renegotiate the HCA. Mr. Domelowicz said per the agreement, each year he has to let the School Committee know how much of the cost Hamilton intends to pay, and this is based on the HCA as the funding mechanism. Mr. Hubbard noted under this agreement, Hamilton is ultimately responsible for the SRO. He is of the opinion that this shouldn't be the case.

Ms. Brewer addressed the issue of lawsuits, saying there's been a concern communities are overcharging marijuana facilities and in the future there might be a cap put on what the communities can charge. However, she said Hamilton's HCA is legal and the Town believes the fees reasonable.

Chief Stevens said he understood Mr. Hubbard's concern but was comfortable with the agreements. Mr. Farrell noted they only pertain to having a Hamilton officer at Hamilton Schools and there is another form of officer at the Buker School.

Decision:

Ms. Jenkins made a motion the BOS accept the Memorandum of Understanding and the Intermunicipal Agreement regarding the School Resource Officers presented this evening. Mr. Olson seconded the motion. The BOS voted (3-1) to accept the motion. *Mr. Hubbard was opposed. *Mr. Maddern had not yet arrived.

Annual Town Meeting preparation with Town Moderator Jeff Melick

Mr. Farrell said the National Honor Society at the high school will provide babysitting for the parents while they attend Town Meeting. Babysitting will take place at the Rec Center. There is a fee and sign-up. Mr. Melick and the BOS were in agreement it would be good to accommodate everyone in the auditorium and not have to use the cafeteria (for overflow and for parents with children), which requires an Assistant Town Moderator and makes Town Meeting run slower. However, they acknowledged people might come to Town Meeting expecting to be able to bring their kids and sit in the cafeteria. Ms. Jenkins suggested they include something on the warrant advising residents about the childcare available at the Rec Center and let them know how to sign up. Mr. Farrell said very small children can't be accommodated at the Rec Center and there may be nursing moms bringing babies to the auditorium. Ms. Jenkins said there's nothing being said that kids can't be in the auditorium. In the end, it was decided to leave things as they have been with the cafeteria available and to put something on the warrant about the babysitting.

Scott Maddern arrived to the meeting at 7:40 p.m.

The BOS decided to go through the warrant and note for Mr. Melick who would be speaking to each of the articles. Mr. Melick said there are no citizen's petitions.

Mr. Olson said in the past they had discussed the warrant's order, but he didn't see any need to move any of the articles. Everyone agreed they were fine with the order as is.

Mr. Domelowicz noted Mr. Olson's summaries hadn't made it into this draft but would be in the next. The Planning Board hearing isn't being held until tomorrow evening, so the BOS will make their recommendation on the Planning Board articles on Town Meeting floor.

Finance and Advisory Committee (FinCom) Chair Phil Stearns said he wanted to give Mr. Melick a heads-up about who had been assigned from the FinCom to make a motion and/or comment on each of the articles.

Article 1-1, Election of Officers and **Article 1-2**, Reports—Mr. Melick will read these. Ms. Brewer pointed out they aren't done by motion.

Article 1-3, Article for Consent Motion—Mr. Farrell will make the motion.

The BOS agreed to put the following warrant articles into the Consent Agenda:

Article 2-1, Prior Year Bills; Article 2-2, Compensation/Classification Table; Article 2-7, Annual Financial Actions; Article 2-9, Annual Budget for Revolving Funds; Article 2-11, OPEB Trust Fund; and Article 2-15, Grant Appropriations

Article 6-1, Free Cash Application—The BOS discussed that this article will most likely be coming off the warrant, but they hadn't yet voted.

Mr. Olson asked if there were a deadline for submitting PowerPoint slides. Mr. Melick said he isn't heavy-handed and works with people to get them in.

Mr. Stearns told Mr. Melick the FinCom was prepared to make a motion and comment on any of the financial articles. Mr. Domelowicz found the list of FinCom assignments for the articles. They are as follows:

Article 2-1, Prior Year Bills—Nick Tensen

Article 2-2, Compensation/Classification Table—Darcy Dale

Article 2-3, Capital Expenditures—John Pruellage

Article 2-4, General Town Appropriations—Mr. Stearns

Article 2-5, School District Capital Expenditures—Motion by Mr. Maddern with Mr. Stearns making a comment.

Article 2-6, Water Enterprise Budget—Mr. Tensen

Article 2-7, Annual Financial Actions—Ms. Dale

Article 2-8, Community Preservation Budget—Community Preservation Committee (CPC) Chair Jay Butler.

Article 2-9, Annual Budget for Revolving Funds—John Pruellage

Article 2-11, OPEB Trust Fund—David Wanger

Article 2-15, Grant Appropriations—Ms. Dale

Article 2-12—The BOS discussed that the FinCom had voted to make no recommendation on this article (concerning Patton Homestead) so the FinCom can't make the motion on it.

Discussion—Article 2-8, Community Preservation Budget:

Mr. Farrell said he spoke at length with Mr. Butler who said the CPC would most likely have given the Town Hall renovation more money had it been asked for as they are very supportive of the Town Hall project. The CPC did, though, vote to approve the full \$197K grant to The Community House. Ms. Jenkins (the BOS liaison to the CPC) said the CPC wouldn't deny an eligible project; they are giving it to the residents for a vote. Mr. Hubbard said the Town Hall is going to require a lot of money and to the extent that the CPC can help, that's going to be huge. Ms. Jenkins said Wenham's CPC had only approved about half of the ask, for The Community House, which amounted to \$50K. She said the CPC would have lowered the amount if they had thought that was appropriate. Mr. Maddern said even though the CPC had approved an amount, the BOS could recommend a smaller amount. He suggested the BOS vote to match the Wenham amount [lowering the amount from \$197K to \$50K]. Ms. Brewer said lowering the amount can be done. Mr. Farrell discussed the CPC grant projects already encumbered by debt services and that CPC funds are limited. Ms. Jenkins said she didn't feel comfortable that the CPC was putting one thing forward and the

BOS was voting something different. She didn't think it showed support for the CPC. Mr. Maddern pointed out that prioritization of projects was a job of the BOS.

Decision:

Mr. Hubbard made a motion that the BOS recommend matching Wenham's contribution to The Community House of \$50K and recommend favorable action on the rest of the CPC budget [proposed in Article 2-8]. Mr. Olson seconded the motion. The BOS voted (3-1-1) in favor of the motion. *Ms. Jenkins opposed. *Mr. Farrell abstained.

When questioned, Mr. Farrell said having been on the CPC, he knew they would have reduced the amount (as they had done with several other projects in the past) if they felt they should. He felt reducing the amount was in a sense second-guessing them.

Mr. Olson pointed out that Ms. Jenkins was in favor of the CPC projects but her vote made it look like she was not in favor. Ms. Brewer suggested another way to structure the vote.

Decision (Revised):

Mr. Maddern made a vote to recommend favorable action on Projects 1, 2, 3, 5, and 6 [in Article 2-8]. Mr. Olson seconded the motion. The BOS voted unanimously (5-0) to recommend favorable action on the five Community Preservation projects.

Decision:

Jeff made a motion that the BOS recommend matching the Wenham gift of \$50K for Project 4 [in Article 2-8]. Mr. Maddern seconded the motion. The BOS voted (3-1-1) to accept the motion. *Ms. Jenkins opposed. *Mr. Farrell abstained.

Ms. Jenkins suggested that in the future they have these discussions earlier in the process. Mr. Stearns agreed. He said now the FinCom is out of sync with the BOS concerning this article and its recommendation is already out of date. He thought the process needed to be pushed forward by a month.

Article 2-10, Hamilton Development Corporation (HDC)—Motion to be made by Rick Mitchell, new HDC President.

Discussion—Article 2-10, Hamilton Development Corporation:

The BOS discussed some issues with the wording, which Mr. Farrell said former HDC President Brian Stein hadn't been completely happy with. The sticking point, he said, is that the Meals Tax money comes from the people in Hamilton as well as people passing through Hamilton (so it isn't all coming from the Town) and it goes into the General Fund, although it can't be used to spend on other things. The vote at Town Meeting takes it out of the General Fund and transfers it to the HDC.

The BOS discussed the issue of whether or not this action had an effect on the tax rate. Finance Director Marisa Batista explained that if the money (\$74,880) were not given to

the HDC, it would be a funding source to the Town budget. So that would be \$74,800 less that the Town would have to raise.

Mr. Domelowicz explained some history about the meals tax going to support the HDC.

Mr. Olson questioned calling it an “increase” to the tax rate; he preferred the word “impact.” It was decided to make that wording change.

Mr. Mitchell, who had come to the meeting for the discussion, noted the original proposal was to dedicate the fund for the purpose of the beautification of the downtown. That was always the intent, he said. The Town has always dedicated 10% of the receipts back to the Town and the HDC uses that money for wreaths and flower baskets, etc. While it goes into the General Fund, the intent of the voters was for it to go to the HDC. He also noted that the HDC pays taxes on its property although it doesn't have to, so it is in a small way contributing to reducing the tax rate.

Consent Agenda—Articles 2-1, 2-2, 2-7, 2-9, 2-11, and 2-15

Decision:

Mr. Olson made a motion that the BOS recommend favorable action on all items in the Consent Agenda. (See above for details.) Mr. Maddern seconded the motion. The BOS voted unanimously (5-0) to recommend favorable action.

Article 2-4, General Town Departmental Appropriations

Decision:

Mr. Olson made a motion that the BOS recommend favorable action on Article 2-4 pending confirmation that the Schools remove the amount for the SRO from their budget (so the salary cost of the SRO is only in the Town's budget not the Schools' budget). The BOS voted 4-0-1 to recommend favorable action. *Ms. Jenkins abstained.

Ms. Brewer asked if that is how they wanted the recommendation to read, noting that the Warrant goes to print tomorrow.

Decision (Revised):

Ms. Jenkins made a motion that the BOS make a recommendation on Article 2-4 on Town Meeting floor. Mr. Hubbard seconded the motion.

Further Discussion:

Mr. Maddern said this is causing confusion and the BOS wants to eliminate confusion. He said he didn't want to create drama. If the Schools take the \$72K (or \$73K) out of their budget, there's basically no issue. Ms. Jenkins noted the BOS already voted to approve the SRO prior to him getting to the meeting.

Decision (Continued):

The BOS voted (2-3) on the revised motion. *Ms. Jenkins and Mr. Hubbard were in favor; *Mr. Maddern, Mr. Farrell, and Mr. Olson were opposed.

Therefore, the BOS decided to go back to the original motion by Mr. Olson to recommend favorable action on Article 2-4 pending confirmation that the Schools remove the amount for the SRO from their budget. The vote was 4-0-1 with Ms. Jenkins abstaining.

Article 2-10—Mr. Melick confirmed Mr. Mitchell will make the motion.

Article 2-12, Patton Homestead Operating Budget—Mr. Maddern said he would make the motion. Mr. Domelowicz said he would also like to talk on it. Mr. Stearns said he was pretty sure Mr. Pruellage would also like to make a comment and will confirm that on Wednesday. Mr. Olson noted the FinCom voted not to make a recommendation. He asked if they would be explaining that at Town Meeting. Mr. Stearns said yes. Mr. Pruellage would do that.

Article 2-2—Ms. Jenkins didn't understand why this had no tax rate impact. Ms. Batista said she was reading that again and thinks they should reword it to say that the tax rate impact is reflected in the Compensation Table on Article 2-4. Rather than say it has no direct tax impact, they should say that the impact is being reflected on Article 2-4 in the Town's budget. The BOS agreed.

Article 2-13, Stabilization Fund—Mr. Stearns will make the motion.

Article 2-16, Personnel Service and Union Contracts—Mr. Wanger will make the motion.

Article 2-17, Debt—Water Distribution System. Mr. Tensen will make the motion, but Mr. Stearns thought Mr. Tensen will want to refer any follow-up questions on this to DPW Director Tim Olson.

Article 2-18 Debt—Water Treatment Plant—Mr. Tensen. (Same plan as Article 2-17)

Water Distribution and Treatment Discussion:

Mr. [Tim] Olson said back when the Town's water plant was designed, it wasn't designed to treat organics in the source water. It was designed to treat iron and manganese. Over time organics have increased with drought conditions and they are having problems treating them. So they are going to need upgrades to the treatment plant and will need to do a pretreatment process to remove the organics prior to filtration. This extra step will improve the water quality. It involves making an addition to the plant that will be a separate building and a separate process. It intercepts the raw water, treats it, and pushes it into the water filtration plant. Mr. [Tim] Olson said that the plant uses chlorine and with the organics it creates disinfection byproducts. There is a maximum contaminant level that may be reached, and while the Town is under that, it is close to it.

Mr. [William] Olson asked how quickly the addition to the plant could happen if approved. Mr. [Tim] Olson said they have a system in mind, which is a small package but you need a building to house it. They have a design and engineer in mind. He has put together a preliminary proposal on where the number came from, which will have to go through permitting process and through the DEP [Department of Environmental Protection]. There is limited impact in production because they can build it off-line and then switch over. They

would most likely do it in fall and winter (during low-demand season). Mr. Farrell asked if training and staffing is covered in the cost. Mr. [Tim] Olson said yes, but it is a fairly easy process and the current two operators can handle it.

Mr. [Tim] Olson discussed what improvements had already been done to the plant. They also discussed the future, but said in the meantime, they need to treat the water they have and the sources they use. Mr. Farrell asked if aside from needing to treat the organics, if they were operating the best they can. Mr. [Tim] Olson said yes.

Ms. Jenkins asked for comments from Primary Treatment Plant Operator David Dolan who was in attendance. He said it was a much-needed project to move forward. To remove the disinfection byproducts (the result of the organics plus the chlorine in the system), you waste water, he said. To comply with regulations there really isn't another option. He later provided input regarding water quality, saying there's a certain level of chlorine that can be kept in a public water system. He keeps it at a level where it is safe and disinfects property but tastes OK to that first mile of customers. By putting in the new system, they may even be able to decrease the amount of chlorine they need to use.

Mr. Maddern asked for specifications. Mr. Dolan noted where the building would be located, its size (one-story), etc., and said going forward the Town could perhaps use the byproduct of the system (salt brine) for snow and ice removal.

Ms. Jenkins said she is 100% behind the project but it felt to her like they were having a budget discussion when they were actually voting on it tonight. She said these discussions have to happen sooner.

Mr. Maddern said this is most likely the last year for maintaining the current water rates, which will most likely go up next year. He said the watershed is challenged while on the other side of Town in the North Coastal Basin is all the water they need. He understands the Town Manager wants to hold up on this until the Capital Committee can review it, but said the Town needs to think about the priorities of water source. As they do the Chebacco Road paving, they need to think ahead about the planning of the interconnection into Manchester or drawing from the other water sources.

Decision:

Mr. Maddern made a motion to recommend favorable action on Warrant Article 2-18. Mr. Olson seconded the motion. The BOS voted unanimously (5-0) to recommend favorable action.

Mr. Hubbard suggested someone speak to the merits of this project. Mr. [Tim] Olson said he can do it. He will talk with Mr. Tensen and brief him on it.

Article 2-19, Debt—Chebacco Road Paving Project—Mr. Pruellage will make the motion. Mr. [Tim] Olson said he will be on hand to answer questions on Articles 2-17, 2-18 and 2-19.

Article 2-20, Town Hall Improvements—Mr. Hubbard recommended that the Town Hall Building Committee Chair Mike Toomey make the motion. He will reach out to him to confirm. Ms. Jenkins had a question on the tax rate impact listed. Ms. Batista said in order to put in the tax impact, she needs to know how the Town plans to fund it. Mr. Domelowicz said it would be reasonable to use a one-time expenditure from Free Cash. Mr. Stearns said the FinCom had said they would make a recommendation after getting the numbers. Ms. Brewer said they always leave the warrant articles broad on the funding sources so they can have this discussion up until Town Meeting. They can explain on Town floor what the impact will be. The BOS decided not to discuss the funding source at this point.

Planning Board Articles:

Article 3-1—Ms. Brewer discussed the signage bylaw pertaining to temporary signs. She said if someone has two abutting lots, even though they have the same owner, they are allowed to have two signs. Mr. Olson noted the Planning Board articles are not final yet and will be finalized tomorrow night. The BOS decided they will wait and vote on the Planning Board articles at their next meeting on April 1.

The BOS discussed that Mr. Stein will be making the motions on the Planning Board articles and Ms. Dale is slated to speak to them. Mr. Stearns said the FinCom voted on these articles based on the appendices provided. They weren't aware that they are still under discussion so FinCom reserves the right to make a change or explain its position at Town Meeting.

Ms. Jenkins asked if Ms. Brewer had reviewed the summaries. Ms. Brewer said she isn't a big fan of summaries because there are too many things that can go wrong. She hadn't seen the most recent summaries written by Mr. Olson. The summary for Article 3-1 would need to be changed if the bylaw changes. The problem is that the summaries would be in the warrant that would be printed tomorrow. Rather than have inaccuracies in the warrant, Mr. Melick suggested noting the summary wasn't available yet because the Planning Board hadn't yet made its decision on them.

Article 3-2—The BOS had questioned whether the age restrictions should be 55+ or 62+. Ms. Brewer said she was supposed to check that but hadn't yet, but she noted they can't age restrict on the inclusionary units. Mr. Olson questioned the inclusionary unit figure listed by the FinCom (\$145K). He thought according to the formula of 3 x AMI [area median income] it should be \$162K.

Mr. Domelowicz said he is going to return to the one-sentence summary Ms. Brewer had written and also note that the Planning Board hadn't yet determined its final language.

Ms. Jenkins said she wasn't in favor of putting anything on the warrant that they haven't had legal counsel review on yet. Ms. Brewer said she was OK with the summary for Article 3-3 if they strike the last sentence.

Article 4-1, Affordable Housing Trust Bylaw:

Mr. Olson noted they changed the language to read that the Town Manager “will” be a member of the board, not “can” be a member. They made the Town Manager a non-quorum, non-voting member. He will be making the motion for this article.

Decision:

Mr. Maddern made a motion the BOS recommend favorable on Warrant Article 4-1. Mr. Hubbard seconded the motion. The BOS voted unanimously (5-0) in favor of the motion

Article 5-1, Establish OPEB Trust Fund—Mr. Wanger will make the motion. Ms. Brewer said the summary looked fine.

Article 6-1, Free Cash Application:

Decision:

Mr. Maddern made a motion that the BOS remove Article 6-1 from the warrant. Ms. Jenkins seconded the motion. The BOS voted unanimously (5-0) to strike the article from the warrant.

Duke Seaver, 402 Essex St., said it had been voted that the BOS would put the names of the people and how they voted on the warrant. He didn’t see where the BOS had listed the names of the people who had abstained from voting on certain articles, although he acknowledged it hadn’t gone to the printer yet. Mr. Maddern ran through his listing of all the votes, including who was opposed and who had abstained.

Closing of the Warrant:

Decision:

Mr. Maddern made a motion to close the Warrant. Mr. Hubbard seconded the motion. The BOS voted unanimously (5-0) in favor of closing the warrant.

Finance Department Reorganization—Discussion

Mr. Domelowicz went over the highpoints of his proposal to reorganize the Finance Dept. He said more and more the Finance Dept. had taken on more and more of the core roles. Having a couple of current vacancies in the department, he worked with Ms. Batista to more appropriately place the duties. They are seeking to have a Human Resources Director, but he said that won’t handle it all. He said payroll and benefits functions are currently nested in other departments. He is proposing a Payroll Benefits Coordinator that would be housed separately and, should they get the shared Human Resources Director, they would take the two open positions, which are each full-time, and make them half-time positions focusing on Accounts Payable and Accounts Receivable respectively. All the work having to do with HR would be handled by the Payroll Benefits Coordinator and Human Resources Director. Then he is proposing an Assistant Finance Director and they are going to need to replace the Collector/Treasurer, who is retiring in June. The Assistant Collector/Treasurer now spends about 60% of her time on payroll functions, which doesn’t seem a good use of her time. He’d rather take the payroll function away from that role.

Mr. Olson asked Mr. Domelowicz to walk them through the structure, which he did. He said they would remain at 8 FTEs (full-time employees) but would be spreading that over 9 positions. He said he had vetted it through the department managers and the union.

Ms. Jenkins agreed the finance departments needed restructuring. She questioned the Treasurer/Collector position still needing 2.5 FTEs. She thought it might be too highly staffed. She didn't see IT mentioned, which falls under finance. She asked Mr. Batista if she would be the hiring manager. Ms. Batista replied she would most likely present candidates to the Town Manager, who would have the final say. Ms. Jenkins said it appeared to her from the proposal that Ms. Batista would be the hirer for certain roles while Mr. Domelowicz would be the hirer for other roles. She thought the reorganization was close but didn't evenly divide the job responsibilities. Ms. Batista said she thought they needed to get all the job descriptions together first and rewrite them before having a conversation to assess that. Ms. Jenkins said this was a great opportunity to do the reorganization. She asked what the BOS could do to help facilitate it. Ms. Batista said if the BOS has ideas on how they'd like the Town to operate, to please let them know. Ms. Jenkins said she could look at the Town of Reading's job descriptions (where she works).

Mr. Maddern said it was a good recommendation and shows an improved focus on HR, which is something they've been talking about for a long time. He liked them handling the privacy issues related to payroll. He also suggested relooking at the Finance Director/Town Accountant position. He said they want Ms. Batista as a budget analyst and finance director but she also works on the books. He suggested they look at how to balance that. Ms. Batista said she was grateful for that.

NEW BUSINESS


Consideration of Topics for Discussion at Future BOS Meetings

- Vote on the Planning Board warrant articles.

Adjournment

Mr. Maddern made a motion to adjourn the meeting at approximately 10:05 p.m. Mr. Hubbard seconded the motion. The BOS voted unanimously (5-0) to adjourn the meeting.

Prepared by:



Mary Alice Cookson
Minutes Secretary

4-29-19

Date

Attest:

William Olson

4/29/18

William Olson
Board of Selectmen Clerk

Date