

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

Town Hall—Memorial Room

April 29, 2019

Selectmen Present: Chair Jeffrey Hubbard, Rosemary Kennedy,
Shawn Farrell, William Olson, and Darcy Dale

Town Manager: Joe Domelowicz

Chair Jeff Hubbard called the Board of Selectmen (BOS) meeting to order at 7 p.m.

ANNOUNCEMENTS & BOARD OPENINGS

- Board and Committee Openings included one for the Board of Health, two for the Town Hall Building Committee, and one for the Finance and Advisory Committee (FinCom).
- The discounted Rain Barrel Program is available again through TGARB and the Town website. Deadline for orders is May 12 at midnight with pickup at the DPW Yard on May 18 from 8 to noon.

PUBLIC COMMENT

Russ Tanzer announced the Hamilton Affordable Housing Trust (HAHT) is seeking a new member. Applications are available at the Town Manager's office.

Selectmen/Town Manager Reports

William Olson said the Planning Board is having a meeting tonight at the Library regarding the Master Plan for housing. The Hamilton Affordable Housing Trust (HAHT) had a meeting last week and is looking at a couple of potential projects, one with Habitat for Humanity and another in the early stages of planning at the Gordon-Conwell site.

Rosemary Kennedy and Shawn Farrell had nothing new to report.

Darcy Dale said she's been in touch with Energy Manager Vicki Masone and they will have a meeting on Friday to discuss solar feasibility and sustainability, as well as potential grants, and she will get an update on the landfill. Ms. Kennedy may join them.

Mr. Hubbard had nothing new to report.

Town Manager Joe Domelowicz said there will be a site walk tomorrow at the landfill after which the project manager on the solar panels will be applying for the permit. He announced recent retirements and said he and Finance Director Marisa Batista are working on the Finance Department reorganization to better define roles and responsibilities. Some sad news: Former Hamilton Police Officer Edward Hopping passed away. The Town is seeking bids for ambulance service and senior van service. Ms. Dale asked if the time period was one, two, or three years. He said that's still to be determined after they receive the bids. On May 19, Hamilton's downtown merchants will hold a Street Fair. They will be closing Railroad Avenue from Bay Road to Willow Street. About 20 vendors are already signed up.

CONSENT AGENDA

- **Approve Minutes from the BOS regular meeting on April 9.**
- **Golden Stick Wiffle League requests permission to use Patton Park from Aug. 23 to Aug. 25 for the Hamilton-Wenham Family Tourney & National Championships of Wiffle.**

Lou Levesque, who is on his 18th year of running Golden Stick Wiffle and first year as president of the Little League, passed out a flyer and gave a presentation on two events: the Golden Stick League's 2019 National Championships (wiffle ball tournament) as well as Family Classic (which allows for a less competitive level of play by families).

Mr. Olson noted the Little League parade had a great turnout. There are about 400 players and probably between 1,500 to 2,000 people attended.

Ms. Kennedy asked if Golden Stick were a Hamilton league or a private league. He said it was a private league. He said it used to be more national, but now is mainly just in New York and Massachusetts. The home field for Massachusetts is Pingree School.

Decisions:

Mr. Farrell made a motion to approve the regular meeting minutes of April 9. Mr. Olson seconded the motion. The BOS voted (3-0) to approve the minutes. *Ms. Kennedy and Ms. Dale did not vote because they weren't at the meeting.

Mr. Farrell made a motion to approve Golden Stick Wiffle League's use of Patton Park from Aug. 23 to Aug. 25 for the Hamilton-Wenham Family Tourney & National Championships of Wiffle. Ms. Dale seconded the motion. The BOS voted unanimously (5-0) to approve the motion.

AGENDA

Review of Annual Audit with Rep. from audit firm Clifton, Larson & Allen

Audit Manager Jim Piotrowski had passed out copies of the PowerPoint presentation/report. He provided an overview of what the presentation covered: Terms of Engagement, Executive Summary, Financial Highlights, and Management Letter. The auditors were engaged to provide an opinion on whether the financial statements are presented in accordance with GAAP; to provide a report (which is not an opinion) on internal control over financial reporting and compliance with laws, regulations, contracts and grants; and to provide a management letter based on identified control deficiencies.

Mr. Piotrowski highlighted a few elements from the booklet. The Town received an unmodified opinion issued on the financial statements, the best opinion available. There were no findings reported in the GAO report on internal control and compliance. No deficiencies, weaknesses, or non-compliance were identified.

There were five management letter comments. He said these comments were merely suggestions they came across. Four of them were repeat comments from previous years. One concerned OPEB liabilities. These liabilities are high and that's common for municipalities. Another was to implement a formal policies and procedures manual for tech and password and security policy. Some of the water billing is based on estimates and the auditors recommended that the estimated readings be replaced with actual readings. Some departments outside of the Treasurer's office were collecting payments and the auditors recommend all those receipts be turned over to the Treasurer's office, for example, fees collected at the Pool. Ms. Dale noted cash is collected at the Pool over the weekend and then transported to the Treasurer on Monday.

There was a suggestion to have a formal policy in place to consider risks to the Town. Mr. Farrell noted the BOS has been working on Financial Policies and had gone through about five of them. None of the policies address risk assessment. There are about five more policies to work on. Mr. Domelowicz reminded them they had decided to put these off until after Town Meeting and should now resume moving them forward.

Among the Financial Highlights Mr. Piotrowski reviewed were the following: The General Fund balance was \$5.9M with Restricted—\$390K (OPEB); Committed—\$1.1M (SY expenditures—\$375K, Recreation fields stabilization—\$533K, Continuing appropriations—\$176K); Assigned—\$58K (encumbrances); and Unassigned—\$4.3M (General Stabilization—\$850K).

The BOS members were happy with the audit and that over the years they've had clean audits. They discussed that auditors are being paid to find things and make recommendations no matter how well they're doing.

Mr. Hubbard thanked Mr. Piotrowski and he left the meeting.

Discussion of Appointment of Christopher S. Campbell as a Special Municipal Employee

Mr. Domelowicz explained that due to State Ethics Laws, Mr. Campbell, a Hamilton-Wenham teacher, can't collect two checks from the same entity, so he has to either give up his seat on the Board of Assessors or have the BOS designate him as a special municipal employee. Mr. Hubbard asked for a motion using language provided by Town Counsel Donna Brewer.

Mr. Farrell made a motion that the BOS designate the position of Members of the Board of Assessors as a special municipal employee's position under the State Ethics Law. Ms. Dale seconded the motion. The BOS voted unanimously (5-0) to accept the motion.

NEW BUSINESS

Consideration of Topics for Discussion at Future BOS Meetings

- Report on waste management and composting from Gretel Clark, discussion about perhaps moving to bi-weekly trash pickup.
- Policy on private roadways regarding paving, plowing, and whether the Town should allow private developments to "piggyback" on Town trash pick-up to help them save money (allowing them to pay the difference in cost to the Town rather than handling the cost on their own).
- Board assignments and liaison roles.

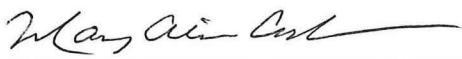
Adjournment

Mr. Olson made a motion to adjourn the meeting at 7:44 p.m. Mr. Farrell seconded the motion. The BOS voted unanimously (5-0) to adjourn the meeting.

Signing of Cemetery Deeds

The BOS signed Cemetery Deeds #1177 and #1178. They will need to redo the signature sheets due to the Board's new membership.

Prepared by:

 _____, 6-3-19
 Mary Alice Cookson Date
 Minutes Secretary

Attest:

 _____, 106-03-19
 Darcy Dale Date
 Board of Selectmen Clerk