

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

Memorial Room, Town Hall, 577 Bay Road

August 16, 2021

Selectmen Present at Town Hall: Chair William Olson, Jamie Knudsen, and Shawn Farrell

Selectmen Present via Zoom: Rosemary Kennedy and Darcy Dale

Town Manager: Joe Domelowicz Jr.

*The Board of Selectmen/*Selectboard meeting was held at Town Hall with an online/Zoom option offered.*

Call to Order – Memorial Room/Pledge of Allegiance

Board of Selectmen (BOS) Chair William Olson called the Selectboard meeting to order at 7 p.m. with a quorum present. **Note: The Board of Selectman has voted to informally refer to itself as the Hamilton Selectboard pending a vote of the Special Town Meeting (STM) in October to formally change its name to Selectboard.* Mr. Olson, Jamie Knudsen, and Shawn Farrell were present in the Memorial Room at Town Hall; Rosemary Kennedy and Darcy Dale participated via Zoom. The Pledge of Allegiance was recited.

ANNOUNCEMENTS & BOARD OPENINGS

Board and Committee Openings

- Finance and Advisory Committee (FinCom)—two associate member openings
- Conservation Commission (ConCom)—one opening
- Hamilton Historic District Commission—one opening
- Zoning Board of Appeals—one opening
- Open Space Committee—two openings
- Planning Board—one associate member opening

Public Comment

None.

Selectmen/Town Manager (TM) Reports

Mr. Farrell reported that the Community Preservation Committee (CPC) met and had tabled a grant request (approximately \$13K) by the Dodge House, the curatorship property at 550 Highland St. The request was tabled until the next CPC meeting to allow more time for the discussion and vote on eligibility and funding.

Mr. Knudsen gave no report.

Ms. Kennedy said the Master Plan Steering Committee met with the consultant and sub-consultant and is looking at the structure for the Master Plan as well as planning some activities, including having a table at the downtown Fall Festival on Sept. 19., which will provide an opportunity to hand out flyers and garner interest in the process. The ConCom is working on the MOA (memorandum of agreement) to discuss the easement at Patton Ridge so people can traverse the property safely. The Garden Party for senior citizens planned for Sept. 11 at the Patton Homestead has started to gain sponsorships and will be meeting tomorrow about entertainment for the event.

Ms. Dale reported the Diversity at Workplace diversity and sensitivity training event is booked for Sept. 25 with a pre-meeting on Aug. 23 to review logistics. Ms. Dale also noted said she was grateful to Town Clerk Carin Kale for providing clarity on minutes and the naming convention for how minutes are filed.

Town Manager Joe Domelowicz Jr. said the running of the conduit for power to the cellphone tower is about 95% complete. The Board of Health (BOH) strongly recommends all adults regardless of vaccination status wear masks while indoors due to the COVID-19 Delta variant. Mr. Domelowicz also reported that the Town Manager Assistant/CPC Coordinator position was offered to Laurie Wilson, who will begin working full-time on Sept. 7. She has been working part-time in the office since July. Mr. Olson listed other open Town positions.

CONSENT AGENDA

- **Approve minutes of the July 19, 2021 BOS Meeting**
- **Accept gift donation to the Patton Homestead Fund**

Mr. Olson said he was not present at the July 19 meeting so would not vote on the minutes. The Patton Homestead donation was for \$100 and was from two Hamilton residents.

Decision:

Ms. Dale made a motion to accept the two items: minutes and gift donation. Mr. Farrell seconded the motion. A roll-call vote was taken with "ayes" from Mr. Farrell, Mr. Knudsen, Ms. Kennedy, Ms. Dale, and Mr. Olson, (4-0) for the minutes and (5-0) for the donation.

Proposed Eagle Scout Project at Patton Homestead

This agenda item was taken out of order. Max Lockard of Hamilton’s Boy Scout Troop 35 appeared in person before the BOS to discuss his proposed Eagle Scout project: a kayak rack at the Patton Homestead dock for public use. This spot is the Town’s only access to the Ipswich River. The rack would be made of pressure-treated wood and would be for temporary storage use only. Specifications were cited. Mr. Lockard is self-funded and plans to complete the project within the next three weeks with the assistance of volunteers. He responded to Selectboard questions. His project has been reviewed by Department of Public Works (DPW) Director Tim Olson. The rack would also hold canoes.

Decision:

Ms. Dale made a motion that the BOS vote in the affirmative for the proposed Eagle Scout Project at Patton Homestead. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Ms. Dale, Ms. Kennedy, Mr. Knudsen, Mr. Farrell, and Mr. Olson, (5-0) unanimous.

Mr. Farrell had a point of order in that the BOS also needed to vote to accept the gift.

Amended Decision:

Ms. Dale made a motion that the BOS vote in the affirmative for the proposed Eagle Scout Project at Patton Homestead and also accept the gift. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Ms. Dale, Ms. Kennedy, Mr. Knudsen, Mr. Farrell, and Mr. Olson, (5-0) unanimous.

Ms. Kennedy inquired on other current Eagle Scout projects, which were discussed, and she suggested flower boxes for the Council on Aging patio as a potential Boy Scout project.

Vote to Authorize Bonding for Previously Approved Town Projects

Mr. Olson explained there were previous Town Meeting votes on the water treatment plant project and pre-construction work on the Town Hall renovation project—a total of \$1.7M in principal to bond (\$1.2M for the water plant and \$467K for the Town Hall). Finance Director Alex Magee gave details on the bidding of the two projects. The water project only had one bid (of three required) and was overbid, so it will need to be rebid.

Decision:

Mr. Farrell made a motion that the BOS authorize the bonding. Ms. Dale seconded the motion. Mr. Olson read the official motion of the votes since BOS Clerk Ms. Dale did not have the document in front of her:

“I, the Clerk of the Board of Selectmen of the Town of Hamilton, Massachusetts, certify that at a meeting of the board held August 16, 2021, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of \$1,667,767 1.00 percent General Obligation Bond Anticipation Notes (the “Notes”) of the Town dated August 27, 2021, and payable August 25, 2022, to Piper Sandler & Co. at par and accrued interest, if any, plus a premium of \$11,741.08.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 27, 2021, and a final Official Statement dated August 4, 2021, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 1502-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes. further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.”

Further Discussion:

Mr. Magee said a raised certification from the Town Clerk is also required.

Decision (Continued):

A roll-call vote was taken with “ayes” from Mr. Farrell, Mr. Knudsen, Ms. Dale, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

Department Head Report—Town Clerk Carin Kale

Ms. Kale reported on two topics: record keeping and U.S. Census data just released. She emphasized the importance of making sure that minutes posted are the final approved versions and outlined a procedure to ensure this. Regarding the U.S. Census, she said one is conducted every 10 years and that population data influences the Electoral College. She detailed changes as a result of the recent census. She said Hamilton’s population is showing a decrease of 2.6%, but she isn’t sure yet what that means for the Town. She said it might require a redrawing of the precincts. Mr. Farrell asked if that had been done after the last census and she replied yes. She said the current population was 7,561 down from 7,764 in 2010. She said this could be due to a population decrease at Gordon-Conwell Theological Seminary.

Financial Policies—Alex Magee

Mr. Magee said five of the 18 financial policies had been completed. Mr. Farrell asked Mr. Magee’s reasoning behind the rankings he provided of policies to tackle next. He replied that he based them on which provided the best “bang for the buck.” He read off his top 5 choices: Indirect Cost Allocation (ensuring equity for Hamilton within the shared programs), Antifraud, Grant Management (ensuring adequate staffing to implement grants), Reconciliations (perhaps reconciling within one work week as opposed to the

current process of doing them monthly), and Tailings (disbursed but uncashed checks to vendors).

Mr. Farrell said he agreed with the priorities list. Ms. Dale requested that the FinCom be asked to weigh in. Mr. Magee said he would share the information with the FinCom at its next meeting and would prepare a rough timeline for implementing the policies.

Updated Schedule for STM

The BOS reviewed the list of responsibilities/milestones to be met between now and STM. Mr. Domelowicz said a couple of dates needed to be adjusted based on the Town Clerk's needs. There was a recommendation for a joint BOS/FinCom meeting at the beginning of October with the BOS voting on the warrant articles and then having the FinCom vote a few days later. The warrant is due to the printer by Sept. 12 and everything should be posted by the Town Clerk with signatures by Oct. 7. There is a possibility that a tent will be needed again due to recent COVID and Delta variant concerns.

Approve One-Day Liquor License Request for Patton Homestead Event

Derek Smith appeared via Zoom. He is seeking to rent the Patton Homestead for a family pre-wedding party. The event is for about 40 people and will be held 4-7 p.m. on Sept. 4. Mr. Farrell said all looked in order and Police Chief Stevens had said that as well. Mr. Smith has his TIPS [Training and Intervention Procedure for Services of alcohol] certification and said he would serve as the bartender.

Decision:

Ms. Dale made a motion that the BOS discuss and vote [to approve] the liquor license for the family party at the Patton Homestead on Sept. 4. Mr. Farrell seconded the motion.

Further Discussion:

Ms. Dale asked if Mr. Smith was prepared to say no to family members who may want to imbibe more than they should. Mr. Smith said that is part of his TIPS training. Ms. Kennedy asked how typical it is to allow an unfettered liquor license for a family party where someone in the party is the pourer. She said she shared Ms. Dale's concerns about family pressures and said usually it is an outside disinterested party who functions as bartender. She asked if there were a precedent for having a family member serve as bartender. Mr. Domelowicz said the Patton Homestead makes it a requirement that there be a TIPS-certified server. Typically a caterer is hired who provides that liability coverage. He said he wanted to make the Patton Homestead available to people and wanted to work with Mr. Smith who had done everything the Town had asked to cover his liability, including renewing his TIPS certification. Ms. Kennedy expressed discomfort with having a bartender who could be potentially be pressured or influenced by family members. Ms. Dale suggested Mr. Smith consider hiring a neutral bartender so he doesn't have to be the gatekeeper.

Decision (Continued):

A roll-call vote was taken with "ayes" from Ms. Dale (with reservations), Mr. Knudsen, Mr. Farrell, and Mr. Olson, (4-0-1). Ms. Kennedy abstained.

Mr. Domelowicz said the liquor license would be available for Mr. Smith to pick up at the Town Manager's office.

Cemetery Deed #1215

This item appeared on the agenda as requiring BOS signatures.

Ms. Kennedy announced that the Shop Local HW Fall Festival will be held on Sunday, Sept. 19 and she has reinstated her Selectmen's Hours, which will be held on a Monday or Tuesday in the Memorial Room with social distancing in place. She asked that people reach out to her to meet and discuss issues.

New FinCom member John McGrath was present online via Zoom. He thanked the Selectboard for recognizing him. The Selectboard thanked him for his service. Mr. McGrath was appointed to the FinCom at the last BOS/Selectboard meeting but had not been present at that time to introduce himself per board protocol.

Adjournment

At 8:09 p.m., Ms. Dale made a motion that the BOS adjourn for the evening. Ms. Kennedy seconded the motion. A roll-call vote was taken with "ayes" from Ms. Dale, Ms. Kennedy, Mr. Farrell, Mr. Knudsen, and Mr. Olson, (5-0) unanimous.

Respectfully submitted as approved at the 10/4/21 meeting.

Prepared by:

Mary Alice Cookson October 4, 2021
Mary Alice Cookson Date
Minutes Secretary

Attest:

Darcy Dale Oct. 6, 2021
Darcy Dale Date
BOS Clerk

Documents Discussed at Meeting:

- Minutes from BOS meeting on July 19, 2021, Mary Alice Cookson
- Memo from Finance Director Alex Magee re: Acceptance of Gift from Patton Homestead
- Bond package Parts 1 and 2, Treasurer Margaret McLaughlin
- STM Preparation and Schedule, Fiscal Year 2022
- Gift Donation Note
- Emails between Eagle Scout candidate Maximilian Lockard and DPW Director Tim Olson regarding kayak rack project