

**TOWN OF HAMILTON
FINANCE & ADVISORY COMMITTEE
JULY 20, 2016**

The Hamilton Finance & Advisory Committee: David Wanger, Nick Tensen, John Pruellage, John Kain (arrived 7:08 p.m.) met at the Senior Center at 7:00 p.m. on Wednesday, July 20, 2016. Selectman liaison Jeff Hubbard also present.

Call to order

David Wanger called the Finance & Advisory Committee meeting to order at 7:00 p.m.

Public comment

Discussion ensued with Richard Boroff about process for the public to ask questions of the Committee.

Approve July 5, 2016 and June 1, 2016 meeting minutes

Wanger described his amendments to the minutes. Nick Tensen moved to approve the July 5, 2016 minutes as amended. John Pruellage seconded the motion. VOTE: Unanimous.

Wanger entertained a motion to adopt in essence the June 1, 2016 meeting minutes. Pruellage so moved. John Kain seconded the motion. VOTE: Unanimous.

Budget Forecast and Analysis Topics

- Overview of budget process and timeline

The Town continues to not have a Town Accountant/Finance Director although the position was posted. Town Manager Michael Lombardo and his staff will be reviewing submitted resumes. He has agreed to FinCom members participating in the interview process. Also mentioned was that DPW Director Bill Redford has resigned.

The FinCom has a preliminary calendar for budget process for FY18, and budget preparation schedule for FY17. During the period when there is no Finance Director, the FinCom may become more involved in the budget process with the Town manager. Wanger is attempting to develop a relationship with his counterpart in Wenham, Michael Lucy, Wenham FinCom chair, and Jeff Sands, Assistant Superintendent of Administration and Finance for the HWRSD.

- Review Joint letter to the School Committee, and Execution of Letter Upon Agreement

This letter was signed by the Hamilton Board of Selectmen which intends to send it to the School Committee. The Hamilton FinCom voted on the letter and adopted it subject to minor

apparently has bigger financial problems which it needs to mitigate (i.e., Proposition 2 ½ override is a consideration).

The letter from Hamilton asks the HW School Committee to look at critical items in the school district budget, and identify any less critical items that could be cut back or eliminated. If the letter comes solely from Hamilton the joint HW School Committee will decide whether it wants to do the budget analysis. There are primarily Wenham resident members on the School Committee. Wanger indicated that an informal meeting with the School Committee should precede sending the letter, and he expressed concern regarding potential for negative impact on relationships if the letter was sent solely by Hamilton.

The FinCom thought asking for the analysis was the responsibility of Hamilton even if Wenham does not come forward. Wenham is concerned about its student population increasing while Hamilton's is decreasing with the result that education costs are going up for Wenham. Also mentioned was whether or not the letter should include an ask to the Town to do a level service budget and if related curtailments should be identified. There was discussion as to whether the FinCom and BOS had concurred on asking the Town to do a level service budget analysis. The topic came up at an open forum but was left open ended. The FinCom signed the letter which will be provided to the Selectmen chair, and to the School Committee.

- Discussion of PILOT issues

Discussion ensued on PILOT study done with two categories for favorable tax treatment (tax mitigation for property under statute – equestrian or agricultural use where little action can be taken), and tax exempt under another statute (schools, religious institutions, non-profit) where some action could be taken. Gordon Conwell Theological Seminary does not pay taxes to Hamilton but the children of seminarians can attend the public school at no cost. These children are part of the school district regardless of living on the seminary property.

When the married student housing at GCTS was permitted there was a verbal understanding about an amount that would be paid by GCTS to the Town per child attending the public schools. The Town received money for up to a seven year period but that ended when the economy became weak. The seminary now provides a reduced amount.

Previously an ad hoc committee sanctioned by the Selectmen met with GCTS officials. The seminary had considered sending the children of seminarians to a christian school in Beverly and there was related consideration about GCTS families renting housing in Town. There is an actual cost to taxpayers of \$8,000 per seminarian child (i.e., choice tuition and SPED cost). At that time, only a small percentage of GCTS seminarians had children in the public schools so GCTS had only considered a maximum gift of \$100,000 a year for Hamilton. Last year there were more than 60 students from GCTS in the public schools.

The Committee identified Tensen and Pruellage as members of a subcommittee that will review PILOT study.

- Discussion of Working Group Dialogue with Wenham

Wenham has suggested a working group consisting of two FinCom members, town administrator and Fire Chief look at a regional fire department between Hamilton and Wenham and possibly

corrections. The Wenham Selectmen and the Wenham FinCom will not sign the letter. Wenham

other surrounding communities. The Fire Chiefs in both towns (Stevens – Hamilton, Blanchard – Wenham) are expected to retire next year. Initial cost savings are proposed by sharing one new Fire Chief for both municipalities. Merger of departments and regionalization are complex subjects requiring longer term analysis.

Wenham is considering more than sharing a top administrator. It is looking at a BLS ambulance service (income generated from insurance claims if run by Fire Department with EMTs and advanced EMTs). Also, the ECO dispatch center and central dispatch need for a regional fire department. Wenham will be discussing participants for a regional fire department working group at its August 2 meeting. The working group will discuss the merging of the Fire Chief role for the two towns, and in the context of merger/regionalization, an expected initial increase in cost due to permanent versus call personnel and regional stations.

A second working group consisting of two FinCom members, town administrator, and management representatives will deal with the Council on Aging van, and inspectional services. Other areas that could be addressed include information technology, health insurance, and water monitoring.

Analysis on joint public service will be exclusively for fire since police department heads in both communities do not want to regionalize police service. FinCom concurred that the service/cost sharing discussion should get started with proposed working group personnel. The town administrator and Town manager could be involved based on responsibility demands. Wanger and Tensen agreed to serve on the first working group, and Kain and Pruellage offered to serve on the second working group.

- Status of Waste Enterprise Account

The Town is currently reviewing how it plans to move forward with a trash hauler (i.e., Hiltz). The FinCom and BOS agree that a tag should be purchased for a resident to have a large item removed at curbside. Town officials are working on this process. A determination is needed as to whether or not the Waste Enterprise Account should remain since it needs to be a self-sustaining or if trash hauling should be paid for from the General Fund.

Assign Liaisons and Discuss Strategic Processes

FinCom members volunteered for the following liaison positions:

Wanger - general government including Council on Aging except planning,

Pruellage - public safety, ECO, fire, planning,

Tensen - public works, enterprise system, Patton Homestead,

Kain - public health, library and recreation.

Will Potter, the FinCom's fifth member, is a good candidate for HWRSD liaison. Wanger will speak to Potter to understand if he still plans to serve on the Committee.

Other Topics Not Reasonably Anticipated as Determined by the Chair

The Town audit is still on schedule but the absence of a Finance Director could cause a delay in completion until January of the next calendar year.

Wanger reported on his recent meeting with the Town manager including: the FinCom will have

representation during candidate interviews for Finance Director. Jane Dooley will continue to do the Committee's minutes; the FinCom members have to take an ethics test every two years; discussion on how IT is handled by Hamilton, Wenham and HWRSD and if the cost for a IT person could be spread evenly across the three entities. Currently Hamilton has an IT consultant who lives in Arizona; FinCom becoming involved earlier in the Town's budget process; a timely annual report should be prepared for Town Meeting that includes FinCom information; a Town investment policy is being created in response to the auditor's recommendation; Gordon College pays Wenham per fire response. Lombardo is investigating if Wenham has a written agreement since this produces \$60,000 a year for the municipality. Hamilton's fire chief has said that would not occur in Town since the Fire Department has fewer fire calls to GCTS. There is a possibility that the Town's police and public works departments might work with the seminary.

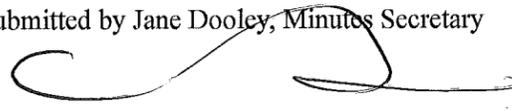
Determine Agenda for Next Meeting

Some of the current agenda items will be carried to the next meeting. The FinCom will meet next on August 3 and 17 if a quorum is available. Saturday, August 25 is proposed date for joint meeting with BOS and FinCom.

Wanger entertained a motion to adjourn at 8:57 p.m. Tensen so moved. Kain seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:


David Wanger, Hamilton Finance & Advisory Committee Chairman

From: **Brian Connolly** bconnolly@hamiltonma.gov
Subject: draft calendar
Date: June 2, 2016 at 7:12 PM
To: allfincom@hamiltonma.gov

Fincom and Bill Wilson

In a meeting today with Michael, it was decided that I can share a version of my general ops calendar. See the attached. Please note that is not an all-inclusive listing of my groups activities nor is it the de facto Town Calendar. Actual start/end dates are decided upon separately. Though I add and subtract tasks on an ongoing basis, be aware that the Town Manager will have direct influence on tasks and dates as he sees fit. Also, I have not listed many of the individual tasks that make up larger activities. So in as much as the calendar may look "light" in terms of the number of tasks, be advised the actual number of tasks is much larger.

In closing, feel free to use it if you like.

Best,

Brian Connolly, MPA
Finance Director
Town of Hamilton
577 Bay Road
Hamilton, MA 01936
P: 978-626-5215
F: 978-466-5582
E: bconnolly@hamiltonma.gov

DRAFT FY17 finance operations calendar

The below list is not all-inclusive, but can/will expand as year progresses
Actual dates per activity have not yet been determined

Item	July	Aug	Sep	Oct	Nov	Dec	Janu	Feb	Mar	Apr	May	June
Audit begins (May/June prelim work)	x										x	x
Audit completed before October 31st	x	x	x	x								
W/ TM, prep final edits to forecast	x	x										
Monthly reporting	x	x	x	x	x	x	x	x	x	x	x	x
New year AP and payroll	x	x	x	x	x	x	x	x	x	x	x	x
Final APs from prior year	x											
Close prior year & Open new year	x											
Consult begins (sch. A, free cash, and others)	x	x	x	x								
Review water rates for FY18 and obtain BoS approval	x	x	x									
Test and implement new water module		x										
Issue forecast to FINCOM, BoS - meet to review		x?	x?	x?	x?							
Joint Hamilton/Wenham Fincom meeting bud params		x										
Water: pre-turnover work												
Prepare FY18 wage grid			x	x								
Turnover of unpaid water from prior year			x	x	x							x
HDC quarterly billing			x			x			x			
STM warrant to printer and post				x								
Mailing date for STM warrant				x								
Register to vote				x								
Need STM warrant script by				x								
Budget input ongoing (personnel and capital)					x	x	x	x				
Tax Classification Hearing - Assessors and BOS					x							
ALL department budget materials returned to Finance					xx							
TM, BOS, FIN Budget Parameters					x							
Special Town Meeting					x							
Official free cash notification						x?						
HWRSD Superintendent proposed budget released						x						
Receive/Review W2s from payroll company							x					
DH budget reviews w/TM							x?					
FINCOM budget review:TM, Finance and DHs							x					
Open Warrant For ATM							x					
HWRSD delivers working budget to towns							x					
Issue W2s							x					
Produce 1099 files and related docs							x					
File 1099s								x				
School Committee votes school budget								x				
BOS vote to place ballot questions on the ballot								x				
Annual Town Meeting Warrant voted and closed								x				
BOS and FINCOM vote budget & wrnt recommendations (joint session)									x			
Warrant language review completed by BOS									x			
Warrant to printer and posted									x			
Ballot to printer?									x			
Warrant mailed									x			
Finalize script language, presentations, and hold warrant hearing										x		
Discuss status of accounting reconciliations										x		
Annual Town Meeting											x	
Contact audit firm for next years audit											x	x
Prepare joint bills for Wenham											x	
Announce new health insurance												x
YE close announcement												x
Update payroll w/ appropriate rates												x

TOWN OF HAMILTON
BUDGET PREPARATION & TOWN MEETING SCHEDULE
For Fiscal Year 2016

ACTIVITY	DEADLINE
Capital Fin Com and the BOS review the FY16 budget	8/20-8/24
TM, BOS, and Fin Budget Parameters CPI, Valuation to Tax Rate Table, Levy Growth, Local Revenue	15-Sep
Distribution of Budget Preparation material	7-Nov
Open the Warrant for ATM	1-Dec
HWRSD Superintendent Budget <i>based on prior year schedule</i>	4-Dec
Town Manager and Finance Director review with Dept. Heads <i>Attached is schedule specific time slot</i>	
Treasurer	8-Dec
Assessor	8-Dec
Finance	8-Dec
Town Clerk & Elections	8-Dec
Public Health Dept	8-Dec
Inspections	9-Dec
Planning	9-Dec
Conservation Commission	9-Dec
Fire	9-Dec
COA	9-Dec
Recreation	10-Dec
Department of Public Works & Enterprise	10-Dec
ECO -	11-Dec
Police	11-Dec
Budget Input, supporting documentation inclusive Manpower This has a dependancy on the completion and implementation of Compensation & Classification Study	5-Jan
HWRSD delivers working budget to Town	9-Jan
Joint CPC for Joint Grant Projects	8-Jan
Operating Budget Summary & Roll-up Presentation to Fin Com	13-Jan
HWRSD with Joint H-W FinCom Meeting -- 7:30 pm-	15-Jan
Operating Budget Summary & Roll-up Presentation to Fin Com & BOS <i>This is planned as a Satureday morning session</i>	17-Jan
Complete all Public Hearings for By-Law Changes	2-Feb
Joint H-W Fin Com Meeting with joint departments --6:30 pm	10-Feb
FinCom & CPC to review the CPC articles	12-Feb

**TOWN OF HAMILTON
BUDGET PREPARATION & TOWN MEETING SCHEDULE
For Fiscal Year 2016**

ACTIVITY	DEADLINE
School Committee votes the School Budget - 45 days before ATM	12-Feb
FinCom vote Recommendatons for Warrant Articles	24-Feb
BOS vote to place Ballot questions on the Ballot	2-Mar
BOS votes the FY16 Budget & Recommendations for Warrant Article	2-Mar
Warrant Voted and Closed	2-Mar
Warrant Language Review completed by BOS, Moderator & Town Counsel	3-Mar
Warrant to Printer	6-Mar
Ballot Printer	10-Mar
Warrant Mailed	24-Mar
Warrant Posted	27-Mar
Finalize Script Lanaguage, Powerpoint Presentation and Warrant Hearing	27-Mar
Warrant Hearing	30-Mar
Annual Town Meeting	11-Apr
Election and Ballot Votes	17-Apr



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

FY16 BUDGET CALENDAR

as of October 23, 2014

OCTOBER 23, 2014	DISTRIBUTION OF FY16 BUDGET CALENDAR TO STAKEHOLDERS
OCTOBER 29, 2014	DISTRIBUTION OF FY16 BUDGET KICK-OFF MEMO TO HWRSD BUDGET HOLDERS
NOVEMBER 3, 2014	DISTRIBUTION OF PRIORITIES PLANNING TEMPLATE TO HWRSD BUDGET HOLDERS
NOVEMBER 10, 2014	DISTRIBUTION OF DRAFT OPERATING BUDGET TEMPLATES TO HWRSD BUDGET HOLDERS
NOVEMBER 19, 2014	FY16 BUDGET PLANNING MEETING #1 WITH TOWN OFFICIALS
NOVEMBER 21 -30, 2014	REVIEW OF BUDGET TEMPLATE SUBMISSIONS FROM HWRSD BUDGET HOLDERS
DECEMBER 4, 2014	SUPERINTENDENT'S FY16 BUDGET RECOMMENDATION TO SCHOOL COMMITTEE - Overview & Key Assumptions
DECEMBER 18, 2014	SUPERINTENDENT'S FY16 BUDGET RECOMMENDATION CONCLUDED - Priority Overlays - Teaching & Learning Programs - Operational Support Programs
JANUARY 8, 2015	SCHOOL COMMITTEE ADOPTS TENTATIVE FY16 BUDGET
JANUARY 9, 2015	HWRSD MAILS TENTATIVE FY16 BUDGET TO TOWNS
JANUARY 9, 2015	HWRSD ADVERTISES FY16 BUDGET PUBLIC HEARING
JANUARY 15, 2015	FY16 BUDGET PLANNING MEETING #2 WITH TOWN OFFICIALS
JANUARY 22, 2015	HWRSD CONDUCTS FY16 BUDGET PUBLIC HEARING
FEBRUARY 12, 2015	SCHOOL COMMITTEE ADOPTS FY16 BUDGET
APRIL 4, 2015	ANNUAL TOWN MEETINGS

From: **Jeff Hubbard** jeffhubbard@me.com
Subject: Re: Meeting
Date: July 14, 2016 at 4:01 PM
To: david wanger dwanger@hamiltonma.gov
Cc: Jeff Hubbard jeffhubbard@me.com

Hi David,

Sorry for the delay getting back to you.

It was great to talk, I enjoyed our conversation as well.

In a nutshell, I don't think there is any meaningful money in lieu of taxes but alternative to help reduce costs....happy to discuss in more detail:

Gordon Conwell Seminary

issue: 60+ students in our school system. Re-engage discussing viable alternatives to help relieve the financial burden. These are 60 seats that could be available for Choice which equals \$5,000 per student plus actual SPED costs.

Pingree School

Issue: Playing fields. Allow HW Youth Sports to use fields at no or minimal costs.

Trustees of the Reservation

Free family membership for each Hamilton household.

I hope this helps with the basics.

Jeff

Jeff Hubbard

By the Sea Sotheby's
International Realty
715 Hale St.

STATUS REPORT :

PAYMENT-IN-LIEU-OF-TAXES (PILOT) COMMITTEE

January 11, 2007

Introduction.

In the summer of 2006, the towns of Hamilton and Wenham initiated a joint committee to look into the possibilities of generating some much-needed municipal revenue through payments in lieu of taxes (PILOT payments) by tax-exempt entities in the two towns. This committee was one of several formed in response to the huge fiscal and political pressures caused by the strangulating effects of Proposition 2 ½, combined with the erosion of State and Federal aid to local governments in Massachusetts. The other committees working on different facets of the municipal fiscal crisis are: the Long Range Financial Planning Committee, the Budget Process Committee, and the Capital Management Committee.

The members of the PILOT Committee are Hamilton Selectman Bill Bowler, Wenham Selectman Tom Tanous, Wenham resident Eric Lustig, Hamilton resident David Neill, Wenham Town administrator Jeff Chelgren and Hamilton Town Administrator Candace Wheeler.

Mission.

There is general agreement that tax-exempt organizations and institutions that own property in the towns are associated with both municipal service costs and direct and indirect economic and cultural benefits to the towns. It is also understood that most tax-exempt organizations have no obligation to make PILOT payments under Massachusetts law, with a few exceptions (especially State land and watershed land). In that paradoxical context, the PILOT Committee's assignment is to identify the tax exempt organizations and properties in Hamilton and Wenham; provide some measure of the loss of tax revenue that would otherwise result if the properties were taxable; define some measure of the cost of municipal services provided to the tax-exempt institutions; consider the in-kind benefits and positive economic impacts of these institutions; review the experience and examples from other communities in obtaining PILOT payments; and make recommendations to the towns on PILOT policies, and on whether and how to proceed to obtain revenue from payments in lieu of taxes.

Data Collection

The PILOT Committee has assembled the following data.

1) Hamilton and Wenham inventories of tax-exempt properties, with their locations, sizes, appraised values, the tax that would be due if the property was taxable, and any PILOT payments now received for that property. The array of properties includes several churches, a college, a Seminary, private schools, conservation organizations such as Essex County Greenbelt, Trustees of Reservations and Audubon Society, U.S. government property, MBTA property, State forests and boat ramps, the Harvard Forest, Housing Authority property, Hamilton and Wenham municipal government property, and water resource properties owned by other towns (Beverly-Salem Water Board and Manchester by the Sea Water Commissioners).

2) A summary (copy attached) for each town of the five highest value tax-exempt properties, showing their appraised values for land and buildings, the taxes each would pay at the FY06 tax rate if they were taxable, and the percents of those hypothetical taxes that would go to public safety and public works based on the overall allocation of each town's operating budget. For comparison, these tables show the same parameters for a median value home in each town.

3) A table for each town again showing the five highest value tax-exempt properties; what the Town would get in taxes if each was not exempt; a list of the PILOT payments currently received by each town; and an analysis of the cost of fire service to the major college in each town, based on the percentage of fire calls to the college as a percentage of all fire calls in the town.

4) Other analyses of public safety service costs to tax-exempt institutions, including the proportion of ECO (911) calls that were from the major private schools in Hamilton and Wenham (Gordon College, Gordon-Conwell Seminary, Pingree School, Notre Dame School).

5) Analysis of the municipal cost for educating the children in the Gordon-Conwell Seminary campus apartments in the Hamilton-Wenham public schools. Also, analysis of the rental revenue Gordon-Conwell Seminary collects on its campus apartments.

6) Review of articles on the PILOT experience of Boston, Worcester, and Salem, and search for examples from smaller communities more comparable to Hamilton and Wenham.

7) Review of laws pertaining to PILOT payments from a city, town or water district for water supply land held in another town, and State payments for State lands located in a city or town.

Thoughts and Observations to Date

Hamilton and Wenham are re-examining the possibilities for PILOT payments at a moment when the context of financial relationships between municipalities and tax-

exempt institutions is changing. Around our region, we see colleges and universities starting to negotiate substantial payments to their host communities, in recognition of both the municipal services they receive, and the municipal impact of removing land from the tax rolls. There is increasing recognition by leading institutions that they are an integral part of their host communities, and that payment for municipal public works and public safety services that benefit the campus is just as much a legitimate part of operating cost as providing campus facilities, and maintaining and heating the buildings. It is the PILOT Committee's hope that this changing example set by some of the larger educational institutions will improve our chances of negotiating some payments with the tax-exempt educational institutions in our midst.

The Committee believes that we have to be able to make a case to the tax-exempt institutions as to their impact on the towns. This can be expressed in terms of loss of potential tax revenue and/or in terms of estimated service costs. We don't expect that we can just present a bill that the organizations will pay, but we do think that a demonstration of the cost impact on the town could be a strong incentive to pay something. The approach should not be threatening, but should emphasize a partnership between the tax exempt institution and the town based on their shared stake in the community. It also seems apparent that the term P.I.L.O.T. is threatening to all non-profit organization. So the emphasis should be on cooperation and mutual assistance and the title/categorization should be down played.

The PILOT Committee also believes that the use of metropolitan-wide statistics regarding other similar non-profits and the financial commitments made to the host communities, is a key to our success. If we can identify comparable institutions throughout the New England area that have developed financial partnerships with the towns and cities that they exist in, this could create a powerful "peer pressure" that would work to our advantage in any negotiations. The PILOT Committee continues to develop this information in order to ready it for use in any upcoming negotiations.

It is striking to see the amount of land and building value that is removed from the tax rolls in the two towns. The tables of figures showing the values and hypothetical tax bills for the highest value tax-exempt properties in Hamilton show a total appraised value of \$114,098,700 for the combined property of Gordon Conwell, the Trustees of Reservations, the Commonwealth of Massachusetts, the Town of Manchester-by-the-Sea and the Pingree School. The would-be tax on those combined properties at the FY '06 tax rate of 11.93 per \$1000 of value is \$1,361,197, an amount that would do wonders for the Hamilton municipal budget! However, the amount Hamilton currently collects in PILOT payments is \$122,248, with half of that coming from the Commonwealth.

Wenham's tables of figures show a total appraised value for the combined properties of Gordon College, the Mass. Audubon Society, the Salem Beverly Water Board, the Trustees of Reservations, and the Essex County Greenbelt Association, which would generate a tax revenue of \$629,562. Wenham currently collects \$12,251 in PILOT payments and an average of around \$20,000 for fire call charges to Gordon College. So both towns show a substantial loss of potential tax revenue, due to the large parcels in tax-exempt use.

The Committee talked about whether we should approach all the tax-exempt institutions, to show across-the-board fairness, or focus on those with the most significant

impact. The two colleges, Gordon College in Wenham and Gordon Conwell Seminary in Hamilton quickly emerged as the key players among our tax-exempt institutions, in terms of both untaxable property value and service consumption. As Gordon has been expanding rapidly in the last few years, this effect has grown. Recently, Gordon College has been buying up houses on Hull St., thereby removing them from the tax rolls.

However, by far the most important impact on both Hamilton and Wenham comes from the public schooling costs for children residing in the married-student housing at Gordon Conwell Seminary. The cost statistics, gathered with the help of the School Superintendent Marinel McGrath, are dramatic. In FY '06 there were 44 children from the Gordon Conwell campus attending Hamilton-Wenham Regional Schools. The total cost of regular education tuition, Special Education tuition, English language learner services, all-day kindergarten and miscellaneous scholarships for these students was \$467,278. The two towns share all educational operating and capital costs under the formulas established by the District Agreement, so they are both affected even though the Seminary is located in Hamilton. (Hamilton's percentage of the total cost is of course increased by the presence of this significant population of students in the town.)

In thinking about how to approach the Seminary to seek some financial participation in these large public education costs, the Committee suggests our strongest position would be to ask the Seminary to accept the assignment of property values to the campus apartments (not to the dormitories for single students), recognizing that the Seminary collects a significant amount of rent on those apartments. (Based on figures from the Seminary website, it looks like they collect between \$1.6 and \$1.9 million in rent on 210 apartments (the lower number if the rent is just for the academic year, the higher number if rent is for calendar year). A hypothetical tax bill amount would be computed based on the apartment value and the current tax rate. If there was tremendous resistance to that number, rather than pushing for the Seminary to pay the whole tax equivalent on each unit, we could request that they pay only that percentage of the tax equivalent that equals the percentage of the Town budget expended for Hamilton's share of the Regional School District budget (currently around 75%), or some negotiated percentage. Several years ago, Committee member David Neill, who was then a Hamilton Selectman, discussed this approach with officials of Gordon-Conwell Seminary, and found that it got a better reception than any other discussions we had attempted.

Although it might appear that the Seminary was being singled out from other tax exempt institutions, the fact is that the Seminary is the only one of those institutions that adds a significant group of students to the H-W schools from tax-exempt residences. We are not aware of many married-student or faculty homes associated with Pingree or Gordon College that are tax-exempt campus units. So, it does not seem unfair to focus on the education costs which are unique to the Seminary. The public works and public safety costs that all the institutions benefit from would continue to be provided in the same way as in the past for all the institutions, via a combination of user fees (for water service, and Wenham fire runs), and town subsidy.

The Committee also saw some possibilities for negotiating a better PILOT package with Gordon College and the Salem Beverly Water Board in Wenham, and for looking harder at ways that the various institutions could provide additional in-kind help such as classroom space, athletic field space, or purchase of public safety vehicles or

equipment on a one time basis. We realize that there will be resistance to committing to an ongoing stream of payments, and that one-time help with capital costs may seem like a less formidable precedent to the Boards of Trustees who are trying to protect their institutions. However, inter-mitten levels of financial participation, such as this, do not provide the long-term assistance so badly needed by both communities.

There is more research to be done, especially in the area of learning how smaller communities like us have done with their local institutions. We would appreciate the feedback of the Selectmen and Finance Committees of the towns on other areas they may want us to pursue.

List of Chapter Land

Map	Block	Lot	OWNER	#	Location	Spcl Use	Acres	Ttl Appraised Value	Ttl Assessed Value	Use Code
49		15	641 BAY RD LLC	641	641 BAY RD	61B	32.54	\$ 2,408,100	\$ 2,041,700	108
8		8	ARBELLA LAND COMPANY	746	746 HIGHLAND ST	61A	64.96	\$ 1,222,400	\$ 728,800	170
8		13	ARBELLA LAND COMPANY		HIGHLAND ST	61A	36.00	\$ 1,112,000	\$ 4,800	7160
13		3	ARBELLA LAND COMPANY		HIGHLAND ST	61A	28.00	\$ 984,000	\$ 4,700	7160
13		9	ARBELLA LAND COMPANY		HIGHLAND ST S/E	61A	40.00	\$ 1,176,000	\$ 6,400	7160
8		1	ARBELLA LAND COMPANY	746	746 HIGHLAND ST	61A	181.00	\$ 4,559,100	\$ 3,141,700	170
8		7	ARBELLA LAND COMPANY		HIGHLAND ST	61A	7.30	\$ 580,800	\$ 1,000	7160
2		5	ARBELLA LAND COMPANY	261	261 WINTHROP ST	61A	38.60	\$ 964,800	\$ 673,500	170
2		4	ARBELLA LAND COMPANY		WINTHROP ST	61A	50.00	\$ 1,336,000	\$ 2,400	7170
14		2	ARBELLA LAND COMPANY		CUTLER RD	61A	8.10	\$ 665,600	\$ 1,300	7160
21		5	BARRETT THOMAS J & DIANE C	17	17 BLACKBROOK RD	61	15.40	\$ 1,030,300	\$ 816,600	160
43		23	BODEN-LAMBERT MARK E & HENRYKA	1	1 SURREY LN	61A	42.90	\$ 1,213,300	\$ 564,300	170
48		10	BOTTOMLEY ROSEMARIE K		BAY RD	61B	2.90	\$ 46,400	\$ 11,600	8030
57		109	BOTTOMLEY ROSEMARIE K	480	480 BAY RD	61B	30.60	\$ 2,750,000	\$ 2,418,800	108
20		11	BRITTON BEATRICE T & PETER	466	466 HIGHLAND ST	61	127.20	\$ 1,259,200	\$ 514,100	601
33		5	CLARK FORRESTER A JR & JENNIFER	308	308 SAGAMORE ST	61	8.60	\$ 760,900	\$ 700,500	160
32		16	CLARK PETER B & MARGUERITE	823	823 BAY RD	61A	20.25	\$ 1,881,100	\$ 1,567,400	170
32		22	CLARK PETER B & MARGUERITE T		BAY RD (OFF)	61A	4.21	\$ 35,500	\$ 700	7180
6		4	COLLOREDO-MANSFELD ANNE & RUDOLF		WINTHROP ST	61B	5.56	\$ 89,000	\$ 22,300	8030
13		11	COLLOREDO-MANSFELD FRANZ F TR		HIGHLAND ST	61B	5.75	\$ 529,000	\$ 132,300	8030
6		5	COLLOREDO-MANSFELD NOM TRUST		WINTHROP ST	61B	18.00	\$ 288,000	\$ 72,000	8030
7		1	COLLOREDO-MANSFELD RUDOLF J 50%		WINTHROP ST	61B	9.48	\$ 151,700	\$ 37,900	8030
13		12	COLLOREDO-MANSFELD S L ETAL		WINTHROP ST	61B	12.70	\$ 757,900	\$ 203,500	8030
13		13	COLLOREDO-MANSFELD SUSANNA L		WINTHROP ST	61B	6.32	\$ 637,100	\$ 159,300	8030
34		2	DONOVAN CONSERVATION LLC		SAGAMORE HILL	61A	24.04	\$ 384,600	\$ 4,300	7130
26		2	DONOVAN CONSERVATION LLC		SAGAMORE HILL	61A	29.70	\$ 475,200	\$ 4,800	7180
26		1	DONOVAN CONSERVATION LLC	401	401 SAGAMORE ST	61A	81.44	\$ 938,700	\$ 13,100	7180
25		1	DONOVAN CONSERVATION LLC		SAGAMORE ST	61A	5.00	\$ 80,000	\$ 900	7130
26		4	DONOVAN CONSERVATION LLC		SAGAMORE HILL	61A	10.65	\$ 170,400	\$ 1,700	7180
51		32	EATON LISA	336	336 BRIDGE ST	61B	9.46	\$ 952,100	\$ 901,300	108
29		11	FLYING HORSE FARM LLC	2	2 GAIL AV	61B	15.58	\$ 2,708,000	\$ 2,545,000	108
28		24	FLYING HORSE FARM, LLC	391	391 HIGHLAND ST	61B	2.63	\$ 479,100	\$ 119,800	8030
58		51	GATHERING FARM RLTY LLC	270	270 BRIDGE ST	61B	17.16	\$ 903,600	\$ 819,600	108
62		88	HOGAN WILLIAM P TRUSTEE	8	8 OVERHEAD DRIVE	61B	9.60	\$ 1,103,200	\$ 1,012,000	108
16		8	KILLORAN MARGO LACEY INDIVID	15	15 SAGAMORE FARM RD	61A	10.50	\$ 955,900	\$ 895,100	170
29		1	LAKE PHILIP G & JULIE	16	16 GAIL AV	61A	56.47	\$ 2,105,600	\$ 1,470,000	170

List of Chapter Land

Map	Block	Lot	OWNER	#	Location	Spcl Use	Acres	Ttl Appraised Value	Ttl Assessed Value	Use Code
6		8	LAWRENCE JOHN E JR		WINTHROP ST	61B	7.00	\$ 56,000	\$ 14,000	8030
6		9	LAWRENCE JOHN E JR		WINTHROP ST	61B	0.88	\$ 14,100	\$ 3,500	8030
49		60	LICHTEN H L & CSONGOR S C	645	645 BAY RD	61B	8.92	\$ 784,400	\$ 701,400	106
49		61	LICHTEN H L & CSONGOR SUSANNE C	647	647 BAY RD	61B	7.13	\$ 588,800	\$ 527,200	106
41		14	LIVINGSTONE VICTOR T	195	195 MOULTON ST	61B	47.80	\$ 715,000	\$ 514,600	1300
49		54	MACEWEN P & RHINELANDER E	643	643 BAY RD	61B	28.68	\$ 973,200	\$ 653,000	108
23		5	MERCK WILHELM M TR	1032	1032 BAY RD	61A	52.40	\$ 2,273,900	\$ 1,454,800	170
32		11	MOSELEY JAMES B & JANICE P		MOULTON ST	61B	9.74	\$ 560,800	\$ 144,600	8030
32		15	MOSELEY JAMES B & PATRICIA J	861	861 BAY RD	61B	45.20	\$ 2,518,300	\$ 1,987,900	108
48		3	MYOPIA SCHOOLING FIELD		BAY RD	61B	0.16	\$ 3,300	\$ 800	8060
56		7	MYOPIA SCHOOLING FIELD	394	394 BAY RD	61B	86.68	\$ 1,971,000	\$ 932,400	382
29		9	NOMINEE TRUST SERVICES	14	14 GAIL AV	61B	11.34	\$ 2,659,000	\$ 2,561,800	108
33		3	PARKER OLIVER & BARBARA Z	236	236 SAGAMORE ST	61B	38.80	\$ 1,701,100	\$ 1,533,100	108
19		2	PATTON FAMILY LTD PARTNERSHIP	649	649 ASBURY ST	61A	88.69	\$ 2,006,300	\$ 65,500	7180
26		3	PICONE PAUL K & CAROLYN B	467	467 SAGAMORE ST	61A	3.51	\$ 1,693,000	\$ 1,673,400	170
33		4	PINGREE WILLIAM L & LUCY C	264	264 SAGAMORE ST	61	33.80	\$ 1,486,900	\$ 1,246,200	160
49		52	PIRIE JOHN T TR		BAY RD (OFF) GREENBELT RESTR	61	26.94	\$ 215,500	\$ 1,300	6010
47		223	PRESIDENT & FELLOWS OF HARVARD COLLEGE	112	112 WOODLAND MEAD	61B	2.70	\$ 42,100	\$ 12,300	8060
47		222	PRESIDENT & FELLOWS OF HARVARD COLLEGE	27	27 WOODLAND MEAD	61B	1.11	\$ 13,500	\$ 3,400	8060
47		219	PRESIDENT & FELLOWS OF HARVARD COLLEGE	66	66 WOODLAND MEAD	61B	6.53	\$ 994,000	\$ 960,900	108
57		13	RICHEY SUSANNE C	93	93 BRIDGE ST	61B	16.50	\$ 1,049,100	\$ 956,100	108
24		34	SEARS BARBARA I TRUSTEE		REAR MOULTON ST	61B	1.63	\$ 6,500	\$ 4,900	1320
24		26	SEARS BARBARA I TRUSTEE	25	25 GARDNER ST	61B	57.52	\$ 2,707,700	\$ 2,167,300	108
20		4	STANISLAW AUGUSTA MCCAGG P	468	468 HIGHLAND ST	61A	31.70	\$ 2,461,500	\$ 1,973,300	170
21		4	STEVENSON JOHN G & DWIGHT JANET	25	25 BLACKBROOK RD	61A	17.40	\$ 1,692,900	\$ 1,447,200	170
33		2	THOMAS JAMES E	218	218 SAGAMORE ST	61	25.90	\$ 1,400,300	\$ 1,003,600	160
48		11	TRUST ONE RLTY TRST	482	482 BAY RD	61A	48.75	\$ 599,700	\$ 588,800	170
34		5	WHEATON WILLIAM & ELIZABETH B	321	321 SAGAMORE ST	61B	29.10	\$ 827,900	\$ 671,300	108
50		2	WHITMAN PETER M JR & WINIFRED T	292	292 BRIDGE ST	61B	24.53	\$ 1,311,800	\$ 1,071,800	108



Town of Wenham
Meeting Posting

*Email postings to dbucco@wenhamma.gov or bring to the clerk's office.
Notice of Public Meeting – (As required by M.G.L. Chapter 30A, section 20)*

Board/Committee: Wenham Finance & Advisory Committee
Joint with Wenham Board of Selectmen
Date: Tuesday, August 2, 2016
Time: 6:30 PM
Location: Wenham Town Hall
Signature: Michael S. Lucy

AGENDA(s)

- 1) Call to Order of BOS; Call to order of WFC
 - 2) Chair Updates, if any
 - 3) FY 2018 Town Budget: Framework / Process -- Overview -- P. Lombardi / A. Wills
 - 4) Shared Services Update / FinCom Working Groups -- M. Lucy
 - Working Group 1 : R. Quinn, N. Flynn, P. Lombardi, Chief Blanchard
 - * Fire Department -- evaluate regional merger options and WFD-based Basic Life Support ambulance service
 - Working Group 2: M. Lucy, A. Begin, P. Lombardi, J. Reynolds, J. Bresnahan
 - * COA Van -- evaluate shared options with surrounding towns
 - * Inspectional Services -- (Building Permits, Electrical, Plumbing, etc.) --same
- Others -- IT, Health Insurance, Water (hold for now / monitor)

5) **Other matters, as may not have been anticipated by the Chairs (discussion only).**

6) **Adjournment**

Wenham Finance Committee Only:

1) **RFT(s):**

- **Town Administrator Salary**
- **Planning Coordinator Salary**
- **Assessors Measure List**

2) **Next Meeting / Fall schedule**

3) **Approval of pending Minutes**

4) **Other matters, as may not have been anticipated by the Chair (discussion only)**

5) **Adjournment**

138 Main Street, Wenham, MA 01984 - (978) 468-5520 - www.wenhamma.gov

TOWN OF HAMILTON
Budget Preparation & Town Meeting Schedule
For Fiscal Year 2017

Activity	Time	Deadline (draft)
STM hearing		Monday, October 19, 2015
STM warrant to printer and post		Wednesday, October 21, 2015
Mailing date for STM warrant		Monday, October 26, 2015
Register to vote		Wednesday, October 28, 2015
Need STM warrant script by		Friday, October 16, 2015
Special Town Meeting		Saturday, November 07, 2015
TM, BOS, FIN Budget Parameters		by Tuesday, Nov. 10, 2015
Joint Hamilton/Wenhamfincoms meeting (HWRSD leadership for prelim discussion re: FY17 RSD budget parameters)	6:30PM Buker School?	Thursday, November 19, 2015
Public hearings on zoning articles, by-law changes, and other necessary hearings		
Classification Hearing -BOS		Monday, November 16, 2015
Distribution of budget memo		Tuesday, November 17, 2015
1st budget reminder to department heads		Monday, November 30, 2015
HWRSD Superintendent proposed budget released		Friday, December 04, 2015
2nd budget reminder to department heads		Monday, December 07, 2015
3rd and final budget reminder to department heads		Monday, December 14, 2015
ALL department budget materials returned to Finance		Friday, December 18, 2015
Open Warrant For ATM		Monday, January 04, 2016
HWRSD delivers working FY17 budget to towns		Friday, January 08, 2016
Town Manager and Fin. Director review with Dept. Heads (TM office)		various dates
Treasurer	1PM	Wednesday, January 06, 2016
Assessor	2PM	Wednesday, January 06, 2016
Finance	3PM	Wednesday, January 06, 2016
Town Clerk & Elections	1PM	Thursday, January 07, 2016
Public Health Dept	2PM	Thursday, January 07, 2016
inspections	3PM	Thursday, January 07, 2016
Planning & CPA	10:30AM	Friday, January 08, 2016
Conservation Commission	11AM	Friday, January 08, 2016
Fire	1PM	Friday, January 08, 2016
COA	2PM	Friday, January 08, 2016
Recreation	3PM	Friday, January 08, 2016
Police/ECO/Animal Control	11AM	Tuesday, January 12, 2016
Budget input (personnel figures and capital) & supporting documentation		Mon. Jan. 4, 2016 (ongoing)
Operating Budget Summary & Roll up Presentation to Fincom		Week of Monday, January 18, 2016
Joint H-W Fincom meeting review joint department budgets		Tuesday, February 09, 2016
Joint H-W Fincom meeting review joint department budgets		snow date placeholder Wed. Feb 10, 2016
Operating Budget Summary & Roll up Presentation to Fincom and BOS (Saturday session)	8:30AM	Saturday, February 06, 2016
Complete public hearings for by-law changes		
Fincom & CPC to review CPC articles		
School Committee votes school budget		Thursday, February 11, 2016
Fincom vote recommendations for warrant articles		
BOS vote to place ballot questions on the ballot		Monday, February 08, 2016
Annual Town Meeting Warrant voted and closed		Monday, February 08, 2016
BOS votes the FY17 budget and recommendations for warrant article		Monday, February 22, 2016
Warrant language review completed by BOS, Moderator and Town Counsel		Wednesday, February 24, 2016
Warrant to printer and posted		Tuesday, March 01, 2016
Ballot to printer		Tuesday, March 08, 2016
Warrant mailed		Tuesday, March 22, 2016
pt language, PowerPoint presentations, and warrant hearing		Monday, March 21, 2016
Warrant Hearing		Monday, March 21, 2016
Annual Town Meeting		Saturday, April 02, 2016
Election and ballot votes		Thursday, April 07, 2016

Set of
or 16